

## Experience

### Document Controller / Safety Officer

Tamimi PEB – Qiddiya Project, Riyadh, Saudi Arabia

August 2023 – Present

### HSE Officer

Tamimi PEB – NEOM (Alfanar Project), Sharma, Saudi Arabia  
March 2023 – August 2023

### HSE Officer

Tamimi PEB Factory – Jubail, Saudi Arabia  
December 2022 – March 2023

### HSE Officer

Megatech – Karachi, Pakistan  
January 2022 – November 2022

## Education

### Diploma in Health, Safety & Engineering (2 Years)

Board of Technical and Professional Education, Islamabad, Pakistan

### Intermediate in Computer Science (ICS)

Board of Intermediate and Secondary Education (BISE), Mirpur – 2019

**Matriculation (Science)** Board of Intermediate and Secondary Education (BISE), Mirpur – 2017

## Certifications

- NEBOSH International General Certificate (IGC)
- 132 Hours OSH Professional Course
- IOSH Managing Safely
- International Level 2 Award in Fire Safety
- OSHA 30-Hour General Industry Standards
- First Aid Training

## KHURAM SADDIQUE

### HSE Officer & Document Control

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Address: Riyadh, Saudi Arabia



## Professional Summary

A dedicated and detail-oriented HSE Officer & Document Controller with more than four years of hands-on experience in maintaining health, safety, and environmental compliance across major construction and infrastructure projects in Saudi Arabia and Pakistan.

Well-versed in developing and implementing HSE management systems, conducting risk assessments, preparing method statements, and overseeing the full process of Permit-to-Work (PTW) documentation using platforms such as Aconex. Skilled in compiling audit-ready safety files, preparing incident reports, and organizing toolbox talks (TBTs) to strengthen safety awareness and performance on site.

Known for maintaining accurate, well-organized documentation and ensuring smooth coordination between safety, engineering, and project teams. Committed to promoting a strong safety culture, ensuring regulatory compliance, and supporting continuous improvement throughout all project phases.

## Job Responsibilities

### 1. Documentation & Compliance

Managed and archived the complete lifecycle of all critical HSE documents (Risk Assessments, PTWs, Incident Reports, and Training Records) using the Aconex document control system.

Ensured audit readiness by preparing and issuing HSE transmittals, maintaining strict version control, numbering, and compliance with all project and client standards.

Coordinated with engineers and site teams for the timely review and approval of safety documentation, ensuring all procedures were valid and updated.

Supported internal and external audits and inspections by providing accurate, confidential, and organized storage of all HSE files and personnel safety records.

Maintained updated logs for safety observations, audits, toolbox talks, and inspection records for real-time tracking and reporting.

### 2. Site Safety & Risk Management

Conducted daily site inspections to ensure full compliance with safety procedures, PPE usage, and approved risk control measures.

- **H<sub>2</sub>S (Hydrogen Sulfide)**
- **Aconex Associate by Oracle**

## Skills

### HSE Technical Expertise

Skilled in implementing Permit-to-Work (PTW) systems, LOTO procedures, and site-specific risk management processes to ensure safe and compliant operations.

Experienced in preparing and reviewing Risk Assessments (RA) and Method Statements (MS) to identify potential hazards and establish effective control measures.

Conducts regular site safety inspections, participates in internal and third-party audits, and follows up on corrective and preventive actions to maintain compliance.

Competent in handling incident and near-miss investigations, performing root cause analysis, and preparing corrective action reports to prevent recurrence.

### Document Control & Software Proficiency

**Aconex Management:** Expert in managing all HSE documentation through Aconex — including transmittals, reports, training logs, and PTW records.

**Document Control Procedures:** Skilled in maintaining structured filing systems, version control, and accurate document tracking, with strong proficiency in MS Office (Excel, Word, PowerPoint) for logs and reporting.

### Soft Skills & Coordination

Conducts engaging toolbox talks and safety inductions for diverse site teams to enhance safety awareness.

Collaborates seamlessly with safety, engineering, and project control teams to maintain accuracy and compliance.

Organized, detail-focused, and proactive in promoting a strong zero-incident safety culture.

Monitored high-risk activities such as work at height, confined space entry, lifting operations, and hot works, ensuring strict compliance with the Permit-to-Work (PTW) system.

Delivered safety inductions and toolbox talks (TBT) to workers and subcontractors, promoting job-specific hazard awareness and a zero-incident culture.

Investigated incidents and near-misses, prepared detailed reports, and implemented effective corrective and preventive actions (CAPA).

### 3. Coordination & Reporting

Prepared and circulated weekly and monthly HSE reports and document status updates for management review.

Liaised with site supervisors and engineering teams to reinforce and maintain a strong safety culture across all project areas.

Assisted in emergency preparedness, including drills, first aid coordination, and ensuring readiness of firefighting and rescue equipment.

Supported third-party audits and client inspections by ensuring all HSE documentation, permits, and safety records were complete, accurate, and compliant.

### Key Achievements

Contributed to achieving 2 Million Safe Man Hours without LTI during the Qiddiya Camp Accommodation Project through proactive safety monitoring and compliance enforcement.

Recognized for excellent HSE performance in achieving 1 Million Safe Man Hours without incident at the NEOM Residential Community Project.

Profile submitted via Aconex (Doc: QRXL103100-TPE-ADM-RSM-HSE-00010) and approved by Client Project Management for the Qiddiya Workers Village project.

### Personal Information

**Nationality:** Pakistani

**Gender:** Male

**Marital Status:** Unmarried

**Current Residence:** Saudi Arabia (KSA)

**Iqama Status:** Valid & Transferable

**Iqama Expiry:** 21-01-2026

### Languages

- English (fluent)
- Urdu (Native Speaker)
- Arabic (Basic)