

# Curriculum Vitae

## MUHAMMAD NADEEM

(HSE Officer 05 years Experience )

☎ +966566494604

✉ [Nadeemktk711@gmail.com](mailto:Nadeemktk711@gmail.com)

📍 Al-Aziziyah Riyadh, Saudi Arabia

**Iqama Status: Valid & Transferrable**



## Professional Summary

Highly motivated and results-driven Health, Safety, and Environment (HSE) Officer with proven experience in ensuring safe work practices, regulatory compliance, and incident-free operations at construction sites. NEBOSH IGC Certified, skilled in risk assessments, hazard identification, safety inspections, and employee training. Adept at implementing HSE management systems, conducting audits, and maintaining documentation as per ISO 45001 standards. Committed to fostering a strong safety culture and promoting continuous improvement to achieve zero-incident goals.

## Core Competencies / Key Skills

- Hazard Identification & Risk Assessment (HIRA)
- Health, Safety & Environmental Compliance
- Incident & Accident Investigation
- Safety Audits & Site Inspections Permit to Work (PTW) System Management
- Toolbox Talks & Safety Trainings
- Emergency Response Planning
- Fire Safety Management
- Root Cause Analysis (RCA)
- Safety Documentation & Reporting
- Implementation of ISO 45001 Standards
- Workplace Safety Culture Development
- Job Safety Analysis (JSA)
- Construction Safety Supervision
- Environmental Impact Monitoring
- PPE Inspection & Compliance
- Contractor Safety Management
- Risk Mitigation & Control Measures
- Safety Data Analysis & Record Keeping
- Regulatory & Legal Compliance (Local & International)

## Professional Experience

**Title position:** Safety Officer  
**Company:** AL NASR CONTRACTING COMPANY L.L.C  
**Project:** P30380 – CALL - OUT Services Agreement for Maintenance of Glass Reinforced Facilities Maintenance Services Agreement No:  
**UP-OPD-381-G Pipeline and Mechanical Maintenance**  
**UC-OPD-383-E Right of Way Maintenance**

**Period:** Jan-2020 to Nov-2023  
**Title position:** HSE Officer  
**Company:** CONCEPT INNOVATION COMPANY LTD  
**Period:** Sep-2024 to till date.

## Key Responsibilities:

- Conduct daily site inspections to ensure compliance with safety standards and procedures.
- Identify potential hazards and implement appropriate risk control measures.
- Prepare, review, and update Job Safety Analysis (JSA) and Risk Assessments (RA).
- Monitor and enforce the Permit to Work (PTW) system on-site.
- Conduct Toolbox Talks and safety awareness sessions for workers.
- Investigate incidents, accidents, and near misses, and prepare detailed reports.
- Develop and implement HSE policies and procedures in line with ISO 45001.
- Ensure proper use, inspection, and maintenance of personal protective equipment (PPE).
- Participate in emergency drills and support emergency response planning.
- Coordinate with site supervisors to ensure safe work practices.
- Maintain all HSE-related documentation and records.
- Conduct internal HSE audits and support external audit requirements.
- Evaluate subcontractor safety performance and compliance.
- Monitor environmental aspects such as waste management and pollution control.
- Provide HSE training to new employees and site personnel.
- Ensure machinery, tools, and equipment meet safety standards.
- Promote a positive safety culture and encourage reporting of unsafe conditions.
- Ensure compliance with local laws, regulations, and client safety requirements.
- Participate in safety meetings and provide professional HSE advice.
- Implement corrective and preventive actions (CAPA) to prevent recurrence of incidents.
- Monitor high-risk activities such as lifting operations, hot work, confined spaces, and work at height to ensure full compliance with safety procedures.
- Coordinate with project management to integrate HSE requirements into planning, scheduling, and execution of site activities.
- Conduct safety induction programs for visitors, subcontractors, and newly mobilized workers.
- Track and analyze HSE performance indicators (KPIs) to identify trends and recommend improvements.

## **Education & Certifications**

- NEBOSH International General Certificate (IGC) – Occupational Health & Safety, 2025
- Diploma in Information Technology (DIT) – 2022
- Faculty of Science (F.Sc Pre-Medical) – BISE Kohat, 2020
- Secondary School Certificate (Science) – BISE Kohat, 2016

## **Additional Information**

- Fast learner with strong communication and computer skills.
- Excellent command of Microsoft Office (Word, Excel, PowerPoint).
- Valid Saudi work visa and transferrable Iqama.
- Ready to join immediately anywhere in Saudi Arabia.

## **Personal Details**

- Nationality: Pakistani
- Marital Status: Unmarried
- Date of Birth: 02 March 1999

## **Languages**

- English – Professional Working Proficiency
- Urdu – Native / Professional
- Pashto – Professional
- Arabic – Basic Working Proficiency

## **Hobbies & Interests**

Cricket | Football | Reading | Research & Continuous Learning

## **References**

Available upon request.

## **EXPERIENCE CERTIFICATE**

**To Whom It May Concern,**

This is to certify that **Muhammad Nadeem**, son/daughter of **Noor Shah Gul**, has been employed with **Al Nasr Contracting Company L.L.C** as a **Safety Officer**.

Projects:

1. P30380 – CALL - OUT Services Agreement for Maintenance of Glass Reinforced – Part 2
2. Facilities Maintenance Services Agreement No:
  - -UP-OPD-381-G Pipeline and Mechanical Maintenance
  - -UC-OPD-383-E Right of Way Maintenance

**Duration: Jan 2020 to Nov 2023**

During their tenure, they were responsible for the following duties and tasks:

- Conduct safety inspections to identify hazards.
- Ensure compliance with safety regulations and procedures.
- Provide safety training and education to employees.
- Investigate accidents and report findings.
- Develop and implement safety policies and programs.

**Muhammad Nadeem** demonstrated excellent skills in their role and consistently delivered high-quality work. They were a dedicated, reliable, and valuable asset to the team. Their performance in the tasks assigned to them was commendable, and they maintained a professional demeanor throughout their employment with us.

We wish **Muhammad Nadeem** all the best in their future endeavors.

Sincerely,  
**Muhammad Nadeem**  
**Safety Officer**  
**Al Nasr Contracting Company L.L.C**

Yours faithfully,  
**For AL NASR CONTRACTING CO. (LLC)**



**Nagaraju Neeruddula**  
**Project Manager**

## EXPERIENCE CERTIFICATE

### TO WHOM IT MAY CONCERN

This is to certify that **Mr. Muhammad Nadeem** has been employed with **Concept Innovation Company Ltd** as a **Health, Safety, and Environment (HSE) Officer** from **Sep 2024 to till date**.

During his tenure, Mr. Muhammad Nadeem demonstrated excellent knowledge in implementing and monitoring HSE policies and procedures. He was responsible for ensuring workplace safety, conducting risk assessments, performing site inspections, and ensuring compliance with safety regulations and company standards.

In addition, he possesses strong computer skills, efficiently handling documentation, report generation, and data management related to HSE operations. His technical understanding has contributed significantly to improving safety recordkeeping and communication efficiency within the company.

We found Mr. Nadeem to be a sincere, dedicated, and hardworking professional who carried out his duties with diligence and integrity.

We wish him success in all his future endeavors.

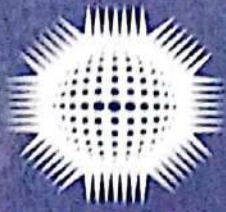
  
**Faisal Zakaria**  
General Manager  


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Saud, 3750, Al Sahafa, Riyadh, 13321 Saudi Arabia.

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Cr: 1010796726



nebosh

# NEBOSH International General Certificate in Occupational Health and Safety

This is to certify that

**Muhammad Nadeem**

was awarded this qualification on

13 June 2025

Rob Hull  
Chair

Dee Arp  
Accountable Officer

SQA Ref R630 04



**The National Examination Board in  
Occupational Safety and Health**  
Registered in England & Wales No. 2698100  
A Charitable Company Charity No. 1010444

Roll No. 51765

Serial No. 008193

**Board of Intermediate and Secondary Education**  
**Kohat**  
**Ahlyber Pakhtunkhwa Pakistan**



**Higher Secondary School Certificate Examination**  
**Pre-Medical Group**  
**Session 2020 ( Annual )**

This is to certify that MUHAMMAD NADEEM  
Son of NOOR SHAH GUL  
and a student of KARAK EDUCATORS SCHOOL & COLLEGE KARAK  
registered no 117-BK/KESCKK-2018 has passed the higher Secondary School Certificate Examination  
of the Board of Intermediate and Secondary Education, Kohat, held in April, 2020  
as a Regular Candidate. He obtained 696 marks out of 1100 and has been placed in  
Grade B representing Very good.



*[Signature]*  
Asstt Secretary  
*[Signature]*

*[Signature]*  
Secretary

This certificate is issued without alteration or erasure.



بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ

S. No. 19079



Roll No. 72478



# Board of Intermediate and Secondary Education Kohat

## Khyber Pakhtunkhwa Pakistan

SECONDARY SCHOOL CERTIFICATE EXAMINATION

SESSION: 2016 ANNUAL

This is to Certify that MUHAMMAD NADEEM Son / Daughter of Mr. NOOR SHAH GUL and a student of KARAK MODEL SCHOOL KARAK has passed the Secondary School Certificate Examination of the Board of Intermediate and Secondary Education, Kohat held in March, 2016 as a REGULAR candidate. He / She obtained 721 Marks out of 1100 and has been placed in B Grade, Representing 'VERY GOOD'

The Candidate passed in the following subjects:

- |                |            |                      |                 |
|----------------|------------|----------------------|-----------------|
| 1. English     | 2. Urdu    | 3. Islamiyat (Comp.) | 4. Pak. Studies |
| 5. Mathematics | 6. Physics | 7. Chemistry         | 8. Biology      |

His / Her Date of birth is 02-Mar-1999

In words SECOND MARCH, ONE THOUSAND NINE HUNDRED AND NINETY NINE

Asstt. Secretary

This certificate is issued without alteration or erasure.

Secretary

Serial No. 259

# KHYBER PAKHTUNKHWA TRADE TESTING BOARD

## PESHAWAR



DETAIL MARKS CERTIFICATE						
Diploma in Information Technology-2						
Name	Muhammad Nadeem					
Fathers Name	Noor Shah Gul					
Session	1st Term 2022					
Roll No	7853					
Registration No	ACE&IT/KRK/DIT/MRH/21/01					
Institute/College	Annas College of Education & IT Karak					
Subject Name	Total Marks	Obtained Marks				In Words:
		Th	Pr	Total		
Part - I Marks	700			625		
1	Introduction to Database	100/50	76	49	125	One hundred and twenty-five
2	MS Access	50/100	44	99	143	One hundred and forty-three
3	E-Commerce & Web Technology	100/50	86	48	134	One hundred and thirty-four
4	Graphic Design	100/50	79	49	128	One hundred and twenty-eight
5	Project	100	-	99	99	Ninety-nine
	Total Marks		1400		1254	One thousand, two hundred and fifty-four
Note:	Theory Passing Marks =40%					
	Practical/Project Passing Marks = 50%					
Prepared by: Majid						
Checked by:						
Issue Date:23rd-June-2022						
						 SECRETARY TRADE TESTING BOARD PESHAWAR

Errors & Omission(S) Excepted . Any Mistake In Above Particulars Must Be Intimated Within 25 Days Of The Issuance Of This Certificate.



GOVERNMENT OF KHYBER PAKHTUNKHWA



**KHYBER PAKHTUNKHWA TRADE TESTING BOARD**  
**PESHAWAR PAKISTAN**  
**Diploma in information Technology**

**Diploma**



Serial No. 11055

Session 2021-22

Roll No. 7853

Certified that Mr./Miss/Mrs. Muhammad Nadeem S/D/W.O. Noor Shah Gul

Registration No. ACE&IT/KRK/DIT/MRH/21/01 Institute Annas College Of Education & It Karak

Has successfully completed the one year duration course titled "Diploma in Information Technology (DIT)" and passed its examination conducted by Khyber Pakhtunkhwa Trade Testing Board Peshawar 21-03-2022

He/She obtained 1254 marks out of 1400 Grade A+ And in recognition thereof this one year Diploma in Information Technology is awarded to him/her.

on the 30th day of November 2022

  
Secretary



  
Chairman