

INTRODUCTION

Results-driven Safety Officer with over 5 + of experience in construction and industrial safety management. Adept at developing and enforcing safety procedures, conducting audits, and training employees to minimize risk and ensure compliance with local and international safety regulations. Looking to leverage my skills to enhance the safety performance of a progressive organization.

FORMAL EDUCATION

Bachelor of Business Administration in HR | The University of Agriculture Peshawar, Pakistan

Completed a Bachelor of Business Administration in Human Resources, gaining comprehensive knowledge of recruitment, employee relations, compensation management, and organizational behavior. Developed practical skills in training and development, performance evaluation, and labor law compliance, with a strong focus on fostering effective workplace culture and supporting strategic HR initiatives.

Diploma of Associate Engineering Civil | Government collage of technology Peshawar

Completed a Diploma in Civil Engineering with a strong foundation in construction methods, structural design, surveying, and material testing. Gained practical experience in project planning, site supervision, and quality control, with an emphasis on safety management, efficiency, and compliance with engineering and safety standards in construction and infrastructure projects.

Professional certification.

- NEBOSH IGC \ IOSH \ OSHA
- Work at Height
- Basic First Aid
- Risk Assessments
- Construction Safety

WORK EXPERIENCES

HSE Officer | Sedra Roshaan Digital, | Riyadh | May-2023 to July- 2025



Key Responsibilities

- Conducted safety inspections and audits to identify hazards and risks.
- Developed and enforced safety policies per regulations and standards.
- Delivered training on hazard recognition, emergency response, and PPE use.
- Investigated incidents, identified root causes, and implemented corrective actions.
- Promoted a culture of safety through management and staff collaboration.
- Maintained records and ensured regulatory compliance.

Saudi FM Tech | Mar 2021 to Feb 2023

Designation : Safety Inspector

Project Name : Diriyah Gate Project

Client Name : Diriyah Gate Development Authority (DGDA)

Consultant : Diriyah Company



- Conducted site inspections to ensure HSE compliance.
- Monitored contractors for PPE use and permit-to-work adherence.
- Identified hazards and enforced corrective actions.
- Ensured construction tasks followed method statements and risk assessments.
- Prepared reports and supported safety meetings and drills.

HABIB Rafiq (PVT) Ltd. July 2019 to Aug 2020

Designation : Safety Supervisor

Project Name : Roads and Infrastructure

Client Name : Capital Development Authority

Consultant : G3 Engineering Consultant



Key Responsibilities:

- Supervised safety officers and coordinated with management to ensure compliance with safety standards.
- Prepared safety reports, inspection logs, and documentation for client and management review
- Enforced company HSE policies and ensured site-wide compliance.
- Conducted safety inductions, toolbox talks, and employee training
- Managed Permit to Work system for all critical activities.
- Investigated incidents and implemented corrective actions.
- Monitored housekeeping, hygiene, and firefighting systems to maintain safe operations.

SKILLS / IT / LANGUAGES

- **Skills:** MS word \ Excel \ Power Point
- **Languages:** Urdu (Native), English (Fluent), Pushto (Fluent), Hindi (Fluent) Arabic (basic)

Reference will be provided upon request