

# Imran Siddique

---

+966502074967 • Jeddah, SA • main.man@windowslive.com

## HSE Officer

---

### Attention to Detail | Communication | Problem-Solving | Teamwork

Experienced and dedicated HSE Officer with 5+ years of hands-on experience in ensuring Workplace safety across diverse industries. Fluent in English, Arabic, and Urdu, enabling effective Communication and training delivery to multicultural teams. Adept at risk assessment, incident Investigation, and regulatory compliance, with a proven track record of implementing safety Programs that enhance operational efficiency and reduce workplace hazards. **NEBOSH IGC & OSHA** certified with strong problem-solving, and communication skills.

## WORK EXPERIENCE

---

**Buna Al Khaleej** – Jeddah, SA

09/2024 – Present

**HSE Officer**

*High-rise building project – SUMOU Towers.*

### SSEM

**(Saudi Services for Electro-Mechanical Works)** – Jeddah, SA

10/2020 – 07/2024

**HSE Officer**

*Jeddah Municipality underground water drainage project.*

## DUTIES & RESPONSIBILITIES (HSE Officer)

---

- Conducting regular visual inspection of the site, tools, equipment's etc. and ensuring safety for ongoing activities and verifying proper use of PPE by workers.
- Conducting Risk Assessments for site activities.
- Investigating Accidents and Incidents.
- Inspecting and maintaining safety during Work at Height and precast erection work.
- Conducting monthly safety audits.
- Serving as first responder and investigator for safety incidents, including reporting and corrective actions.
- Conducting safety inductions for new employees in their preferred language.
- Preparing and reporting safety reports to management.
- Promoting safety awareness through meetings, toolbox talks, and safety videos and motivating workers towards safety and reward best practices.

**ESTC - Jeeny** – Jeddah, SA

02/2016 – 02/2020

**Customer Service Representative**

- Responsible for resolving customer inquiries, issues, and complaints promptly and courteously.
- Promptly respond to customer enquiries in person. (Front-facing CS 02/2016-03/2018)
- Promptly respond to 250-300 customer tickets via Zendesk. (Non-facing CS 03/2018-02/2020)
- Making Outbound calls to Customers to learn about and address their needs, complaints, or other issues with Jeeny application.

**Al Sami Holding Co. – Jeddah, SA**

03/2015 – 01/2016

**Administrative Assistant**

- Answering phone calls, directing queries to the appropriate departments.
- Writing and distributing email, correspondence memos, letters and forms.
- Ordering office supplies and researching new deals and suppliers.
- Booking travel arrangements.

**EDUCATION**

---

- **South Thames College – London, England**  
Diploma in Business Management – Level 6, 2014.
- **Pakistan International School – Taif, SA**  
Higher Secondary School certificate (FSc) – General Science, 2011.

**COURSES**

---

- **NEBOSH IGC Health & Safety**  
Save Fast Fire & Safety Training L.L.C, 2021.
- **OSHA**  
Vivid Institute of Occupational Safety & health, 2018.
- **Airport Services – Passenger Handling**  
IATA, 2016.
- **IELTS**  
British Council, 2018.
- **ECDL (European Computer Driving License)**  
Idea Store, Shadwell Center, 2013.
- **CCTV Operator**  
EDI, 2013.
- **Door Supervision**  
EDI, 2013.

**PROFESSIONAL SKILLS**

---

- Comfortable working in Microsoft Windows 10/11 and good knowledge of Microsoft Office (Word, Excel, PowerPoint) and Google Suite (Docs, Sheets, Slides).
- Excellent communication skills with a focus on team-building and customer relations.
- Outstanding organizational, multitasking, and problem-solving abilities.

**VOLUNTEER EXPERIENCE**

---

**Jeeny + Nahdi Pharmacies (COVID-19) – Jeddah, SA** 04/2020 – 06/2020

- Volunteered to work as a Nahdi Pharmacy Delivery Driver.
- Worked flexible hours across night, weekend, and holiday shifts.

**Aiding Children – London, England** 10/2013 – 11/2013

- Educated the public about the mission, goals, and impact of the charity or cause, providing information about how donations contribute to making a difference.
- Met or exceeded fundraising targets set by the charity or fundraising organization, demonstrating initiative and motivation to achieve goals.

**LANGUAGE COMPETENCIES**

---

- Urdu: Native language.
- Arabic: Fluent (speaking, reading, writing).
- English (IELTS 6.0): Fluent (speaking, reading, writing).