

UMAR FAROOQ

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PROFESSIONAL PROFILE

Health and Safety Officer with hands-on experience supporting workplace safety in **contractor-based industrial and corporate environments** in Saudi Arabia. NEBOSH IGC certified with practical knowledge of risk assessment, hazard control, and safety compliance. Focused on maintaining safe working conditions, accurate documentation, and clear communication across site teams.

CORE SKILLS

- **Health & Safety Operations:** Workplace Risk Assessment, Hazard Identification & Control Measures, Incident Reporting & Follow-Up, Safety Inspections & Site Walkthroughs, Permit to Work (PTW) Support
- **Compliance & Documentation:** HSE Records & Reporting, Safety Checklists & Inspection Logs, Policy & Procedure Adherence, Basic Knowledge of KSA Safety Regulations
- **Training & Awareness:** Toolbox Talks, Safety Inductions, Employee Safety Awareness Support

PROFESSIONAL EXPERIENCE

Health & Safety Officer | *Al-Tamimi Global Company (TAFGA) | Al Jubail, Saudi Arabia* **June 2024 – Present**

- Support the implementation of health and safety procedures in line with company policies and regulatory requirements
- Conduct routine site safety inspections and report unsafe acts and conditions
- Assist with risk assessments, job safety analysis, and permit-to-work activities
- Participate in incident reporting and corrective action follow-up
- Deliver toolbox talks and basic safety briefings to site personnel
- Maintain accurate safety documentation, inspection records, and compliance logs

Accounts & Operations Specialist | *MTBC – Healthcare Services Company (USA)* **March 2021 – October 2023**

- Worked in a compliance-focused environment requiring accurate documentation and reporting
- Followed structured procedures to support smooth operational processes
- Coordinated with internal teams and clients through calls, emails, and online portals
- Developed strong attention to detail, record keeping, and process discipline

EDUCATION

Bachelor of Science (BSc) – Mathematics

University of Poonch, Pakistan | **2018-2020**

CERTIFICATIONS & SAFETY TRAINING

NEBOSH International General Certificate (IGC)

- IG1: Management of Health & Safety – Pass
- IG2: Risk Assessment – Pass

IOSH Managing Safely

OSHAcademy Professional Development Certificate (30 Hours)

General Industry Safety & Health (OSHA-aligned)

Additional Safety Training

- OSHA 30-Hour General Industry
- First Aid & CPR
- Risk Assessment
- H₂S Safety
- Chemical Safety

RECOGNITION

- Appreciation Certificate – **SABIC (ARRAZI Project)**