

Ahmed Faisal Luhaybi

+966 540 718 749

ahmad20fa@hotmail.com

Saudi Arabia

SUMMARY

Dedicated Safety Officer with proven experience in enforcing occupational health and safety procedures, conducting inspections, and delivering workplace training. Skilled in risk assessment, hazard identification, and safety reporting with NEBOSH certification and specialized IOSH training. Strong background in administrative support and communication, ensuring compliance, efficiency, and safe working environments.

EXPERIENCE

RCC Company – Jabal Omar Project | Saudi Arabia

Safety Officer | 2025 – Present.

- Enforcing occupational health and safety procedures to ensure compliance with regulations.
- Conducting regular inspections of equipment and facilities to detect and reduce hazards.
- Preparing comprehensive safety reports, documenting risks, and recommending corrective actions.
- Delivering employee training on workplace safety, emergency response, and first aid practices.

Makkah Neighborhood Centers | Saudi Arabia

Administrative and Communication Assistant | 2022 – 2025.

- Managed administrative files, correspondence, and records to support organizational efficiency.
- Prepared official reports, memos, and letters to facilitate management decision-making.
- Coordinated meetings, schedules, and daily operations across departments and teams.
- Maintained communication channels to ensure tasks and projects were executed on time.

Bashraheel Hotels Company | Saudi Arabia

Al-Ewa Hospitality Services for Pilgrims | Saudi Arabia | For 6 Months

Seasonal Administrative Assistant.

- Assisted guests and pilgrims with reservations, check-in processes, and administrative services.
- Monitored daily hospitality operations and coordinated teams to maintain service quality.
- Prepared administrative reports, documentation, and communication for management.
- Applied occupational health, safety, and hygiene standards to ensure a safe guest environment.

EDUCATION

Umm Al-Qura University | Saudi Arabia

Bachelor's Degree in Geography | 2019.

CERTIFICATES

- NEBOSH International General Certificate in Occupational Health and Safety | NEBOSH | April 2025.

COURSES

- IOS Managing Safely | Institution of Occupational Safety and Health (IOSH) | December 2024.
- Occupational Safety and Health in General Industries | IOSH | December 2024.
- Occupational Health and Safety Practitioner Course | TVTC | December 2024 - For 3 Months.
- Occupational Health and Safety – Beginner Level | TVTC | September 2024 - For 5 Days.
- Occupational Health and Safety According to NEBOSH IGC Standards | TVTC | April 2024.
- Administrative Assistant | TVTC | September 2022 - For 2 Days.
- Fundamentals of Risk Management | TVTC | May 2020 - For 2 Days.
- OSHA 30-Hour Occupational Safety and Health Course | TVTC | March 2020 - For 5 Days.
- Prince Naif First Aid Program.

SKILLS

● Hard Skills:

- Occupational Risk Monitoring.
- Health and Safety Procedures.
- Safety Reporting & Documentation.
- Equipment and Facility Inspections.
- Administrative File Management.
- Report and Letter Preparation.
- Risk Planning and Management.
- Computer Proficiency.
- Microsoft Office Suite.

● Soft Skills:

- Communication.
- Problem-Solving.
- Attention to Detail.
- Decision-Making.
- Analytical Thinking.
- Time-Management.
- Flexibility and Adaptability.
- Collaboration and Teamwork.

LANGUAGES

- Arabic.
- English.