

# MUHAMMAD IRFAN SHAFI

SAUDI ARAMCO APPROVED SAFETY OFFICER

Riyadh, Saudi Arabia

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## SUMMARY

Qualified **HSE Officer** with **8 years** of work experience, in Saudi Arabia, specifically in the oil and gas and construction sectors across multiple EPC projects. In key positions, I have gained extensive knowledge in developing safety plans, managing risk assessments, conducting safety inspections, investigating safety incidents, and providing safety training. My expertise also includes managing ISO 45001 audits, ensuring adherence to the highest safety standards.

## PROFESSIONAL EXPERIENCE

### HSE Coordinator

***Al-Rashid Trading and Contracting Company, Riyadh, Saudi Arabia***

*Project: King Salman Park CP-6.10*

*January 2024–Present*

**CLIENT: King Salman Park Foundation (KSPF)**

- Responsible for reporting to the client, KSPF, and preparing weekly and monthly statistics reports, as well as the monthly dashboard for their review of Project HSE (Health, Safety, and Environment) performance.
- Review sub-contractor HSE plans, procedures, and processes such as (HSE plan, emergency response plan, flood mitigation plan, lifting and work-at-height procedure, and training matrix).
- Conduct HSE monitoring and evaluation processes, including internal performance assessments and workplace inspections.
- Perform HSE data analysis and prepare management reports.
- Trained and proficient in Emergency Response Planning.
- Trained in HSE investigation methods.
- Advise construction supervisors and workers on corrective actions to address non-conformance issues on site.

### Safety Officer

***Branch of China Petroleum Pipelines Company, Saudi Arabia***

*Project: North GCP Pipeline – Package-10*

*October 2020–November 2023*

**CLIENT: SAUDI ARAMCO**

- Ensured compliance with safety working procedures and practices throughout all activities.
- Conducted workplace inspections to identify unsafe conditions and acts.
- Identified high-risk activities and developed mitigation strategies.
- Audited all excavation activities to ensure compliance with excavation procedures and to verify the type of protection provided (shoring, benching, and sloping), including the use of excavation checklists and plans.
- Delivered general awareness sessions to promote safety among employees at the construction site.

## Safety Officer

**COMPANY: CHINA INTERNATIONAL PETROLEUM PIPELINE ENGINEERING COMPANY. LTD**

**PROJECT: JIZAN INTEGRATED GASIFICATION COMBINED CYCLE (SEA WATER SYSTEMS)**

**NOVEMBER 2017 TO OCTOBER, 2020**

**CLIENT: SAUDI ARAMCO**

- Managed all Health, Safety, and Environment (HSE) documentation, both internal and external, including Job Safety Analysis (JSAs), Safety Non-Conformance Reports (SNCRs), Field Safety Inspection Reports (FSIRs), checklists, incident investigation and reporting, as well as weekly/monthly and daily reports.
- Represented the company during various HSE audits conducted by SAPMT auditors, successfully negotiating and addressing any identified non-conformities.
- Conducting planned internal audits, reporting, and managing non-conformances in an oil and gas project environment.
- Provided advice and instruction on multiple safety-related topics, such as lifting operations, work at height, excavation, hot works, and machinery usage.

## EDUCATION & TECHNICAL QUALIFICATION

**Associate Engineering in Civil, June 2014**

*Punjab Board of Technical Education*

**One year diploma in AutoCAD**

*Punjab Board of Technical Education*

## CORE COMPETENCES

- Hazard Identification & Risk Assessment
- Saudi Aramco CSM
- Safety Trainings
- HSE Documentation (Deliverables)
- Incident Investigation & Corrective Action
- Safety Audits (Internal, External and Third Party)

## PROFESSIONAL CERTIFICATIONS

- NEBOSH IGC International General Certificate | United Kingdom
- IOSH Train The Trainer | United Kingdom
- ISO 45001:2018 Lead Auditor (OHSMS) | IRCA / CQI
- OSHA 30-Hour General Industry Safety | IASP

- First Aider and BLS Provider | Saudi Hearts Association National CPR Committee
- Fire Warden | Jabal Himalaya | Saudi Arabia
- Gas Tester | PNGIT
- MS Office Specialist | Microsoft Corporation under Pakistan Engineering Council

#### WORKSHOPS & TRAININGS

- Fire Safety Management
- OSH 30-Hours Training
- Work Permit System
- Confined Space Safety
- H2S Safety
- Heat Stress

#### AFFILIATION & MEMBERSHIP

**Saudi Council of Engineer (SCE) – Kingdom of Saudi Arabia**

*Membership ID: 1165228 | Expiry: 28/08/2026*

#### WSP APPROVAL

- Approved as HSE Coordinator at King Salman Park (Cp.6.10) Riyadh

#### SAUDI ARAMCO APPROVAL

- Approved as Safety Officer at Sea Water System (JIGCC) Package #6, Jizan.
- Approved as Safety Officer at North Gas Compression Projects (NGCP) Pipelines (Package #10) Haradh

#### ADDITIONAL SKILLS

- Proficient in MS Office (Word, Excel, PowerPoint) Outlook, and PMWeb
- Valid SAG Driving License
- Strong Interpersonal communication skills
- Workplace inspection and recordkeeping

#### PERSONAL INFORMATION

- Iqama Status – *Transferable*
- Nationality – *Pakistani*
- Marital Status – *Single*
- Religion – *Islam*

#### LANGUAGES

- English – *Excellent*
- Arabic – *Basic*
- Urdu – *Native*