

# Asma Alotaibi

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Safety Officer

Riyadh, Saudi Arabia

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## Professional Summary

Results-driven Safety Officer with over 10 years of experience in safety management, risk assessment, ISO compliance, and quality assurance improvement. Proven ability to implement safety programs, conduct audits, and enhance workplace safety and operational efficiency.

## Skills

- Safety Management
- Hazard Identification
- Risk Assessment
- ISO 9001 Compliance & Auditing
- Incident & Accident Investigation
- Quality Assurance
- Corrective & Preventive Actions (CAPA)
- Safety Training & Awareness
- Emergency Response Planning
- Documentation Control

## Professional Experience

Safety Officer — Bazy Company

May 2021 – Present

- Conduct workplace inspections, risk assessments, and ISO 9001 audits.
- Lead accident investigations and prepare detailed incident reports.
- Develop and implement safety programs and corrective action plans.
- Deliver safety training sessions to employees.
- Design and maintain emergency response procedures.

Secretary — Bazy Company

2014 – 2021

- Managed internal and external communications.
- Handled documentation, filing systems, and data entry.
- Organized schedules, meetings, and office operations.
- Supported administrative and operational processes.

## **Education**

Bachelor of Business Administration  
King Faisal University — 2017

## **Certifications**

NEBOSH International General Certificate