

MEHRAN AKHTAR

HSE Officer

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| +966550786297 | Riyadh, KSA | Transferable Iqama.*

Summary:

Experienced **HSE Officer** with 7+ years in Saudi Arabia, currently engaged in the **Qiddiya Grand Hotel Project with Sedra Albinain Contracting Company**. Specialized in **Aramco standards, risk assessment, PTW systems, and incident prevention**. Proven ability to enhance safety compliance, conduct inspections and training, and maintain high HSE performance aligned with **ISO 45001 and OSHA requirements**

Work Experience:

HSE Officer: Feb 2026 – Till Date (Continue)

Sedra Albinain Contracting Company | Riyadh KSA (Grand Hotel Project QIC Qiddiya Investment Company)

- Prepare HSE Documents Like Risk Assessment, Work procedure and ERP etc
- Conduct TBT and daily site Inspection
- Prepare Daily weekly and Monthly HSE Report
- Conduct safety meeting and Training at site

Safety Officer Feb 2022 - May 2024

Abdullah A. Al-Barak & Sons Co. | Jubail Industrial City | Saudi Arabia

Abdullah A. Al-Barak & Sons Co.: Leading construction and Industrial Engineering Company in Jubail, Saudi Arabia.

- Conduct regular site inspections to identify hazards and unsafe conditions.
- Reduced incident rate by 25% through effective hazard identification and proactive risk mitigation initiatives
- Conduct risk assessments, monitor Permit to Work (PTW) systems, and ensure compliance with Saudi Aramco safety procedures during daily site operations.
- Supervised daily site activities ensuring 100% compliance with PTW, PPE usage, and Aramco-approved safety procedures during high-risk operations
- Develop and deliver safety inductions, toolbox talks, and HSE awareness sessions to reinforce compliance with Aramco Standards.

Safety Coordinator June 2018 - Dec 2021

Favorite Business Horizon Company limited | Riyadh | Saudi Arabia

Favorite Business Horizon Company Limited: Riyadh-based company offering business solutions and project support across industries.

- Coordinate and support daily safety activities across the site or project.
- Ensure safety procedures, permits, and documentation are properly maintained
- Develop and deliver safety inductions, toolbox talks, and HSE awareness sessions to reinforce compliance with Aramco standards.

Site Safety Assistant Nov 2016 - Sep 2017

Haji Abdul Rauf Khan And Company | Abbottabad | Pakistan

Construction Company handling residential, commercial, and civil projects.

- Assist the Safety Officer in conducting site safety inspections and identifying hazards
- Monitor workers to ensure compliance with safety rules and proper use of PPE.
- Help record incidents, near misses, and daily safety activities on site.

Education:

Peshawar Institute of Technical Education Sep 2013 - Sep 2016

Diploma: Health, Safety and Environmental Engineering (HSE) Score: 91%

Certification:

- NEBOSH International General Certificate (IGC)
- IOSH Managing Safely
- OSHA 30 Hours General Industry Standard
- OSHA Compliance: Excavation & Trenching
- Occupational Safety and Health: (Fire And Emergency Preparedness)
- Occupational Safety and Health: (Hazard Communication)
- Occupational Safety and Health: (Slips , Trips and Falls)
- Occupational Safety and Health: (Working in Heat)
- Construction Management : Safety And health
- Lean Foundations: 5S
- Civil Defence Management & Industrial Disaster Protection Course
- Safety Awareness and Protocols For production workers
- Rescue and Emergency Services Course
- Soft Skills Certificate Digital Literacy
- Learning English Speaking Course

Core Skills:

- Emergency Response & Fire Safety
- Safety Inspections & Audits
- Hazard Identification & Risk Assessment (HIRA)
- Incident Investigation and Reporting
- Permit to work system(PTW) Aramco standard , Hot work Permit
- Knowledge of PPE and Safety Regulations

- Communication & Report Writing
- Environmental Health & Safety (EHS)
- Work at Height, Lifting Operation.
- HSE Documentation Management
- HSE Policy Management
- Development of safe systems of work (SSOW)
- Risk identification & Mitigation
- Job Safety Analysis (JSA)
- Excavation Safety
- Regulatory Compliance Monitoring
- Basic knowledge of ISO 45001 / NEBOSH and OSHA practices,
- Tool Box Talks (TBT) and Safety Training
- Risk assessment & Method Statement
- Confined Space Entry
- Hazard observation & problem solving
- Safety rule enforcement & compliance
- Safety reports & HSE documentation
- Emergency Drill Coordination
- *SALOMI (HSE Software)*
- *SAFETEK (HSE Software)*
- *First Aid App (Red cross App)*
- *OSHA NIOSH Heat Safety Tool App*

Soft Skill:

- Communication Written and Verbal
- Microsoft Office (Word , Excel , power point and Outlook)
- Copilot in outlook
- Email writing and Handling
- AI software Expertise
- Attention to detail
- Problem-solving
- Teamwork and Coordination
- Time management
- Leadership & Team Coordination

Key Competencies:

- Leadership: Ability to lead and influence others to promote a strong safety culture.
- Attention to Detail: Keen eye for identifying safe and unsafe behaviors.
- Problem-Solving: Ability to identify root causes of safety issues and develop effective solutions.
- Teamwork: Ability to work collaboratively with employees at all levels of the organization.

Languages:

- English (Professional)
- Urdu (Native)
- Arabic (Basic)