

SUB: APPLICATION FOR THE POST OF HSE OFFICER

Dear Sir,

I am writing to express my keen interest in pursuing career opportunities within your esteemed organization. Enclosed, please find my resume and details of my experience, which will provide you with a brief overview of my background.

I am enthusiastic and hardworking, and I am confident in my ability to carry out assigned responsibilities diligently and efficiently, to the satisfaction of my superiors. I have **7 years of experience as an HSE Officer** in Doha, Qatar, and I hold a valid Qatar light driving license.

Given the opportunity, I am committed to performing my duties to the best of my ability and the complete satisfaction of my superiors. I am eager to work with your team and I look forward to your favorable response.

Thank you for your time and consideration.

Yours faithfully

ZAKARIYA M.A

Mob: +974 770 77691

Doha – Qatar.

zakariyama94@gmail.com

RESUME

Safety Personnel with Nebosh IGC Certified and Diploma in Civil Engineering

Post applied for "HSE OFFICER"



ZAKARIYA M.A
Mob:+974 770 77691
Doha – Qatar.
zakariyama94@gmail.com

Personal Details:

Father Name	Abdul Salam
Nationality	Indian
D.O.B	21/02/1994
Marital Status	Married
Sex	Male
Passport No.	S0871454
Expiry Date	18/03/2028
QID No.	29435601478
Expiry Date	06/06/2025
Visa Status	Work Permit Transferable

OBJECTIVE.

I am confident in my ability to excel as a Safety Officer, leveraging my experience, knowledge, and skills to complete all job tasks successfully. I am eager to seize learning opportunities within the organization to enhance my professional career further.

EDUCATIONAL SCENARIO:

NEBOSH IGC	: Passed National Examination Board in Occupational Safety and Health, UK.
Diploma in Civil Engineering	: Passed from Skill Mech Engineering Institute in the year 2016.
Plus Two	: Passed from CHSS Chentrapinni, Kerala, India in the year 2013.
10th Std.	: Passed from HIRA English Medium School, C.B.S.E, Delhi, India

Training Course Completed:

Tutis Management Training Centre, State of Qatar.

- Confined space entry Training.
- Fire Warden Training.
- First Aid with practical AED Training.
- Authorized Gas Test Training.
- Permit to Work Training (PTW).

OTHER SKILLS:

- Valid Qatar Light Driving License
- Valid Indian Light Driving License

LANGUAGES KNOWN

- English, Arabic, Hindi, Tamil & Malayalam

WORK EXPERIENCE:

PERIOD	: November 2020 to December 2023
POSITION	: Sr. Safety Officer
COMPANY	: Builders Advanced Engineering & Construction

PROJECT	: DDAB (DEVELOPMENT OF DOHA AIRBASE)
CLIENT	: QATAR ARMED FORCES, QATARI EMRI CROPS OF ENGINEERS, LEONARDO HELICOPTERS, QDVC

	<p> PERIOD : May 2020 to November 2020 POSITION : Safety Officer COMPANY : Petro Serve PROJECT : JW Marriot Project, Doha – Qatar CLIENT : DHC (Daphne Hotels Company) </p> <p> PERIOD : July 2019 to Jan 2020 POSITION : Safety Officer COMPANY : J&P PROJECT : West Corridor Project, Industrial Area, Doha, Qatar. CLIENT : Public Works Authority </p> <p> PERIOD : June 2016 to May 2019 POSITION : Safety Officer COMPANY : Narjas Electricals & Technical Services, Al Wakara, Qatar. PROJECT : National Commanding Centre (NCC) CLIENT : MOI (Ministry of Interior) </p> <p> <u>Computer Skill:</u> <ul style="list-style-type: none"> • Micro Soft (Word, Excel, PowerPoint) Internet & Email.) </p>
--	--

Activities and Achievements:

- Attended Site visit at Kalyan Marvella, Girinagar, Kochi, Kerala, India.
- Attended Industrial visit at Mattupetti Dam, Munnar, Kerala, India.

Areas of Expertise:

Safety Management System

- Developing effective procedures for the implementation of safety programs for construction projects.
- Formulating & Administering safety measures and risk assessments to prevent accidents/incidents, and plant /property damage.
- Ensuring documentation of MSDS of all Toxic & Hazardous materials are following the safety standard.

Inspection & Testing

- Inspecting to determine the effectiveness of the equipment and or plants keeping in view the effective performance with a prime focus on safety standards.
- Conducting safety audits and managing day-to-day safety performance to ensure that conforms to the company's policy and safety standards.
- Investigating accidental cases and reporting the same to the management; ensuring prevention of future accidents.

Roles and Responsibilities:

- Major activities like the implementation of management safety policies, site safety induction, regular safety inspections, conducting training, and safety meetings very frequently.
- Providing safe access/egress to the employees at all work sites.
- To check the condition of PPEs at regular intervals.
- To develop a method to motivate staff and labourers to get encouraged by obeying more and more safety rules.
- Co-ordinate with Safety Engineer regarding the implementation of plant-related safety matters in the organization.
- Managing fire extinguisher program, ensuring regular inspections, maintaining good housekeeping, etc.
- Management of workplace safety and safety induction.
- Implementation of Management Safety Policies, Barricades, Signboards, P.P.E., etc.,
- Give safety presentations to enhance the health, safety and Environmental awareness of all workers.
- Conducting Safety Training/ Tool Box Talks regularly.
- Conduct regular safety inspections and hazard-spotting exercises.
- Implementing Electrical Safety, Hot Work Safety, Etc.

Declaration

- I hereby declare that the above-written particulars are true to the best of my knowledge and belief.

ZAKARIYA M.A.