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MUHAMMAD AWAIS SALEEM

DRAUGHTSMAN/QS/SAFETY OFFICER

Hello Dear Sir:

Hope You Will Good and Healthy Life.

Being a ambitious and hardworking man, I am have ability to implement multiple task on daily bases as per working conditions with having good knowledge, flexibility, and good communication skills.

Personal Dossier

Father's Name	Saleem Akhtar
Father's occupation	Business man
Date of birth	January 08, 2000
Nationality	Pakistan
Passport Number	LR5755891

Academic Education

Degree	Board / university	Grad	Passing year
DAE IT (Diploma of Associate Engineering in Instrumentation Technology)	Punjab board of technical education, Lahore	A/ 1 st division	2016 to 2019
Matriculation	BISE Gujranwala	B/ 2 nd division	2014 to 2016

HSE International Qualifications

Courses	Issuing Body	Candidate No	Issue Date
NEBOSH IGC	NEBOSH UK	00535476	8 February, 2021

Experience

SN	Name of work place	Position	Year
01	Hanjra Cloth Market(Pakistan)	Supervisor and helper	2011 to 2020
02	Pioneer Plastic Molded Furniture	Checking import & export vehicles	2020(one week)
03	Hassan Engineering	Safety officer	March 2020 to feb 2021
04	Rescue 1122(Pakistan)	Community first responder	2021(above one month)
05	Al- Reef Landscape, UAE	Landscape Draughtsman	2021 to 2023
06	Green Image Landscape Abu Dhabi, UAE	Landscape Draughtsman	2023(6 Months only)
07	Al Rawnaq International commercial Project, Doha Qatar	HVAC Draughtsman And HVAC QS	2023 to 2024(currently working with this employer)

Responsibilities During Various Job

- Monitoring and assessing hazardous and unsafe condition in sites.
- Developing measures for personal safety and for others.
- Awareness to workers and other folks as yet, during developing situation.
- Any health and safety advising during attending meetings.
- Participate in investigation of accident.
- To inspect of the site and ensure that it is free of hazards.
- Conducting toolbox talk.
- Monitoring of outsource work (contractors).
- Highly perception to report any incident.
- Highly ensure that all tools and equipment are adequate and safe for using.
- Promote safe practice in the workplace & site.
- Handling emergency situation.
- To give responsibility as a fire fighter and first aider.
- Conducting job hazards analysis.

- Watching of all workers and peoples and works to protect them from entering hazards situation (like supervision).
- Safety concerns of workers must be consider.
- Commands on my skills.
- Advising and instruction on various task relating projects.
- Having Ability to Maintain Multiple Tasks.
- Having ability to manage different site management.

Certificates/Skills

SN	Name of certificate or skill	Name of institute	Passing year
1	Certificate in information technology	Christian Computer Institute, Gujranwala Pakistan	August 20, 2016
2	Microsoft office specialist 2013	Government college of technology, Gujranwala Pakistan	December 5, 2017
3	Basic rescue and first aid	Civil defense department, Gujranwala Pakistan	March 1,2018
4	The fundamental of digital marketing	Online from Google	August 28, 2020
5	CADRE(Community first And Disaster Response)	Rescue 1122, Pakistan	April 10,2021
6	AutoCAD/3ds max	Christian Computer Institute, Gujranwala Pakistan	October 10,2021

Languages Skills

- **English (Excellence)**
- **Urdu (Excellence)**
- **Punjabi (Excellence)**

References available on demand.