

# CURRICULUM VITAE

## SAEED AHMAD SAFETY OFFICER

Contact No: +92-3449394503

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### **Career Objective:**

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To obtain a leading **Safety Officer** position in Workplace Safety & Health (WSH) by applying my knowledge & experience to train the workforces on safe work practice in the worksites and promoting zero accident culture in the workplaces.

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### **Career profile:**

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- Highly enthusiastic and experience of implementing safety procedures.
- Experience of providing safety supports to working site facilities.
- Potential of preventing workplace safety hazards by following routine inspections.
- Expertise in providing trainings, updating documenting policies and investigate unsafe conditions.
- Ensures safety and security in the company.
- Inspect, plan safety arrangements at work places.

### **Key Skills:**

- Expertise in maintaining all safety measures and norms effectively.
- Experience in the field of managing safety aspects in industry.
- Use effective strategies to minimize risks.

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### **Academic Qualification:**

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- **Bachelor of Arts (B.A) - 2016 Year**  
GOMAL University-KPK-Pakistan

### **Technical Qualification:**

- **Safety Inspector & Soft Skills**  
DESCON Technical Institute, Lahore-Pakistan
- **IOSH (Occupational Safety & Health Administration)**  
DESCON Technical Institute, Lahore-Pakistan
- **NEBOSH (In Progress)**  
DESCON Technical Institute, Lahore-Pakistan

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### **Additional Qualification:**

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Operating System, MS DOS, Windows 98/2000/XP/07/08 Professional.

Package: MSOffice Automation: MS Word/Excel/Power Point/Front Page.

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## **Professional Experience:**

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My professional career is composed of more than 04 years' experience in managing Health, Safety & Environment.

**Company Name: Chashma Sugar Mills – KPK - Pakistan**

**Position:**            **HSE- Safety Officer**

Inclusive dates: February 2017 to till date.

### **Duties and Responsibilities:**

- Responsible for developing and updating all safety policies on all work sites.
  - Responsible for developing safety policies for each project and updating policies for ongoing projects.
  - Framed manual and procedure for Quality, Health, Safety and Environment.
  - Inspects the site to ensure it is a hazard-free environment.
  - Conducts toolbox meetings.
  - The safety officer reviews and approves all safety plans.
  - Verifies that injury logs and reports are completed and submitted to related government agencies.
  - Verifies that all tools and equipment are adequate and safe for use.
  - Promotes safe practices at the job site.
  - Enforces safety guidelines.
  - Conducts job hazard analyses.
  - Establishes safety standards and policies as needed.
  - Performs emergency response drills.
  - Watches out for the safety of all workers and works to protect them from entering hazardous situations.
  - Responds to employees' safety concerns.
  - Coordinates registration and removal of hazardous waste.
  - Serves as the link between state and local agencies and contractors.
  - Receives reports from and responds to orders issued by Department of Labor inspectors.
  - Usage of faulty equipment and electrical cord extensions.
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- Reduction of fatality during trenching and excavating.
  - Reduction of accidents and increase protection of workers when using formwork.
  - Safety procedures enhance when working on roofs and elevated surfaces. Conducts job hazard analyses.
  - Establishes safety standards and policies as needed.
  - Performs emergency response drills.
  - Watches out for the safety of all workers and works to protect them from entering hazardous situations.
  - Responds to employees' safety concerns.
  - Coordinates registration and removal of hazardous waste.
  - Serves as the link between state and local agencies and contractors.
  - Receives reports from and responds to orders issued by Department of Labor inspectors.

### **Personality Traits:**

- Goal oriented and self-motivated.
  - Excellent interpersonal skills.
  - Efficiency of managing multiple tasks.
  - Hard working and flexible to work in shifts.
  - Strong computer skills.
  - Excellent communication and presentation skills for management and field personnel.
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- **Languages:** Fluent in English, Urdu.
  - **Communicative:** Through delivering numerous class presentations, I have developed my confidence in lecturing larger audiences and have consolidated excellent interpersonal skills through seminars and social gatherings.

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### **PERSONEL DETAIL**

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| FATHER NAME:           | Mr. FALAK SHER   |
| NATIONALITY:           | <b>PAKISTANI</b>   |
| DATE OF BIRTH:         | 13/04/1994   |
| PASSPORT #.            | <b>YC-1160422</b>  |
| VALIDITY OF PASSPORT:  | 05/01/2026   |
| MARITAL STATUS:        | Single   |
| SEX:                   | MALE   |
| DRIVING LICENSE – PAK: | <b>VALID</b>   |
| HOME ADDRESS:          | Village Gara Ashaiq Khan Post Office Naivela Tehsil<br>Parova Dera Ismail Khan (29050), KPK - Pakistan |