



# MUHAMMAD UMER SAEED

BS Chemical Engineering and Technology  
NEBOSH (IGC)



## EDUCATION

### BS Chemical Engineering and Technology

NFC-IET-MULTAN 2016-2020

### DAE Chemical Technology

PBTE-Lahore 2010-2014

### SSC (Matriculation)

B.I.S.E Multan 2008-2010

## Certifications

- **NEBOSH**  
International General Certification in Occupational Safety and Health  
Certification No.00551023/1216642  
Certification Date 08 April 2021
- **IOSH**  
Managing Safety  
Certification Date 21 August 2020
- **OSHAcademy**  
Construction Safety and Health  
Certification Date 19 September 2020
- **aosh**  
Fire Safety Principal Level 2  
Certification Date 12 October 2020

## PERSONAL SUMMARY

Energetic HSE Professional with practical understanding of compliance need for certification & customers. Result driven and self-motivated with strong communication & leadership skills having expertise in audit EMS (ISO-14001), OHSAS-18001, ISO-9001, Higg Index, BEPI, CDP Inditex (RTM, GTW), C-TPAT, SCAN, SA8000-2014, GOTS, OCS, Oekotex, WRAP SEDEX(SMETA) Responsible sourcing in tenure responsible for all audit communication with third parties being auditee.

HSE Management	Risk Assessment
ISO Certification (QMS/EMS/OH&S)	Social Compliance
Technical Audit	Incident Analysis
Waste Management	Hazardous Waste
Project Management	Fire Safety
Industrial Safety	Construction Safety
Safety Inspection	Public Safety
Wastewater Effluent	Water Use
Environment Management plan	
Environment impact Assessment (EIA) Study	
Initial Environment Examination (IEE) Study	

## PROFESSIONAL EXPERIENCE

### Sadaqat Ltd.

#### HSE Officer

From May 2022 Present

#### Key Responsibilities:

- Social: play advisory role in these social audit WRAP, ETI-SEDEX, SA 8000: 2014.
- Environment & safety: Leading in Audit of EMS 14001: 2015, Higg Index, OHSAS 18001:2007.
- Develop, implement, lead and monitor activities related to safety, environment issue, and regulatory affairs to ensure the health, safety of personal and compliance with national, state and local law.
- To ensure the implement HSE policy as per applicable legislation & Rule of civil aviation authority (ICAAL).
- Responsible to work on environment and health safety standards ISO-90001, 18001-OHSAS & EMS-14001.
- Conduct monthly training and measure its effectiveness.
- Lead site emergency response team and its effective implementation.
- Responsible to perform risk assessment.
- Responsible to issue PTW and make ensure job safely.
- Tool box talk (hot work, electrical safety, confined space & evacuation).
- Conduct and participation in emergency evacuation drill.
- Responsible to conduct audit related to HSE and environment.
- Incident/accident reporting and play part in investigation the incident/accident (Route cause analysis, corrective actions & preventive action).
- Make emergency response plan and present that plan to worker.
- Ensuring site fire prevention & protection arrangement according to NFPA/OHSA/NEPRA/HSE Manual & ensure requirement.

### Shamim and Company (Pepsi Cola) Bottler Multan.

HSE Officer From June 2020 to April 2022

#### Key Responsibilities:

- Conducting risk assessment, safe observation reporting, accident/incident investigations etc. to achieve GEHSMS (Global Environment Health Safety Management System) score as set by management.
- Ensuring all safety training & refresher course are executed for the required personnel.
- Monthly & bi-weekly inspection of fire extinguishers, hydrants & sprinklers, fire alarms.
- Strengthen the PTW (permit to work) system and implementation of new permit (i.e., work at high, hot work, confined space and excavation work permit).

## TECHNICAL SKILLS

- Strong written, oral, presentation and interpersonal skills.
- Proactive, Innovative and leadership skills.
- Internal compliance auditing.
- Health safety & environment risk assessment.
- Conduct internal audit against environment and social compliance as customer code of conduct.
- Ability to work individually as well as in group environment.
- Flair to organize and prioritize task to meet deadline.
- Always having proactive approach rather than reactive.

## Interpersonal SKILLS

- Quick Learning skills
- Task Orientated
- Team Leader
- Commitment to Work
- Excellent Communication skills

## PERSONAL INFORMATION

### Address

House 473 D Block New Shah Shamas  
Colony Vehari Road Multan

### Phone

+92 305-5074177  
+92 305-5609541

### E-mail

muhammadumer199639@gmail.com

### Date of Birth

09th March 1996

**CNIC #** 36302-7354576-9

**Passport #** JH5975761

**Expiry date:** 05 JAN 2031

### Languages

English, Urdu, Punjabi



## HOBBIES

Playing Badminton, Traveling, Cooking,  
Eating, Gaming, Watching Movies

- Coordinating fire/evacuation drill & first aide training refreshers.
- Reviewing and implementation of specific HSE Plan and Procedures and enhancement of its effectiveness by adopting the best industrial practices.
- For developing the SOP's/SWP for HSE department in coordination with Area incharge and HSE Manager.
- Help in performing HSE Audit, inspections, incident review, investigation and reporting as required at plant.
- Carrying out regular site inspections to check policies and procedure are being properly implemented.
- Inspect site and monitor construction activities daily to identify hazards and advise of corrective measures.
- Comply with company safety policies and procedures.
- Handle and archive technical and project HSE documentation and reports.
- Conduct induction training and toolbox talks with engineers and supervisors.
- Report unsafe acts and conditions.
- Investigate near miss incidents and take steps to eliminate dangers.
- Prepare risk assessment for all activities.
- Inspect all vehicles entering site to ensure safe operations.
- Keeping records of inspections finding and producing reports that suggest improvements.
- Prepare weekly and monthly statistical reports.
- Coordinated meetings on safety measures and conducted worksite inspections.
- Share injuries, incident, accident reports, create new flyers and send to higher management.

## Afzal Qureshi industries Mirpur AJK (PVT),Ltd. Pakistan

### Assistant Chemist

From April 2015 to August 2016

#### Key Responsibilities:

- Prepare lab equipment for lab testing.
- Preparations of solutions.
- Testing of raw materials and final products.
- Testing of processing product and quality.
- Report data and compile information into documents.
- Cleaning and maintaining of lab equipment's.
- Maintain housekeeping and hygiene in lab.
- Testing of finished products and sending reports to Manager.

### Computer Course

1 year Diploma of Information Technology  
Punjab Board of Technical Education Lahore, Pakistan.

### Internship

4 Month of internship in Hazara Phosphate Fertilizer (PVT) Ltd. Haripur Hazara KPK

### References

References will be provided on demand.