

# ABDUL BASIT

## Safety Officer

WA: +966 0549623369. Email: [abdulbasit006900@gmail.com](mailto:abdulbasit006900@gmail.com). Nationality: Pakistani. Riyadh: SAUDI ARABIA. Iqama: Transferrable

I have strong experience supporting HSE functions on large-scale construction and oil & gas projects. I am responsible for implementing site safety procedures, conducting toolbox talks, risk assessments, and inspections, and ensuring compliance with approved method statements, PTW, and HSE plans. I monitor site activities to ensure adherence to safety regulations, identify hazards, and enforce corrective actions to prevent incidents. I maintain safety documentation, reports, and records in accordance with project requirements. I also coordinate with HSE, QA/QC, and construction teams to promote a safe working environment, support audits and inspections, and ensure full compliance with project HSE standards and specifications.

## PROFESSIONAL EXPERIENCE 4+ Years

First Fix. Safety Officer	Riyadh, Saudi Arabia June 2023 – May 2024
Passifire PFP Solution & Services Company	Dammam, Saudi Arabia July 2024 – August 2025

## EDUCATION

Oxford Computer Institute DIT. (IT)	Swabi, KPK Pakistan June 2016 – July 2017
Mardan Board K.P.K Senior Secondary	2017
Certification NEBOSH DIT	

## LANGUAGES

**English** Proficient      **Hindi** Native      **Arabic** Intermediate      **Urdu** Native

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## TECHNICAL SKILLS

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**TECHNICAL SKILLS:** Risk Assessment, Inspection, Compliance, PTW, Investigation, Auditing, Documentation, HazardControl

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## SKILLS

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Risk Management, Hazard Identification, Safety Compliance, Permit to Work (PTW), Incident Investigation, Safety Inspections, HSE Documentation, Toolbox Training, Emergency Response, Safety Monitoring, PPE Compliance, Regulatory Compliance, Audit Preparation, Corrective Actions, Safety Reporting, Risk Assessment, Site Safety Coordination, Training & Awareness, HSE Procedures, Safety Auditing, Construction Safety, Oil & Gas Safety, Environmental Safety, Occupational Health & Safety, Safety Standards, Incident Prevention, Worksite Safety, Safety Leadership, Communication, Team Coordination, Problem-Solving, Attention to Detail, Time Management, Documentation Control, Record Keeping, Compliance Monitoring.

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## EXPERIENCE DETAILS

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**First Fix.**  
Safety Officer

Location: Riyadh  
June 2023 – May 2024

### Key Responsibilities:

- Implement and enforce site HSE policies, procedures, and safety plans.
- Conduct daily site safety inspections and identify hazards/unsafe conditions.
- Ensure compliance with PTW (Permit to Work) system and approved method statements.
- Deliver toolbox talks, safety briefings, and awareness sessions to workers.
- Monitor work activities to ensure adherence to safety regulations and PPE requirements.
- Report, investigate, and document incidents, near misses, and unsafe acts/conditions.
- Recommend and follow up corrective and preventive actions (CAPA).
- Maintain HSE records, logs, checklists, and safety documentation.
- Coordinate with construction, QA/QC, and HSE teams to ensure safe execution of work.
- Verify equipment, tools, and lifting operations comply with safety standards.
- Support internal and external safety audits and inspections.
- Ensure emergency preparedness, drills, and availability of safety equipment.
- Promote a positive safety culture and continuous improvement on site.

**Key Responsibilities:**

- Implemented site safety procedures and ensured full compliance with company HSE policies.
- Conducted daily safety inspections and risk assessments across multiple project sites.
- Delivered safety briefings, toolbox talks, and awareness sessions for all site personnel.
- Monitored work activities to ensure proper use of PPE and adherence to safety regulations.
- Investigated incidents, near misses, and unsafe conditions, recommending corrective actions.
- Maintained accurate HSE documentation, reports, and safety logs for management review.
- Coordinated with project teams to ensure safe execution of tasks and work planning.
- Assisted in emergency preparedness, safety drills, and availability of safety equipment.
- Supported internal audits and inspections to continuously improve site safety performance.

**Oil and Gas Development Company Ltd.**  
Safety Super Visor

Pakistan

**Key Responsibilities:**

As a Safety Supervisor at N A S H P A Power Plant, I played a vital role in supporting site safety by managing, organizing, and controlling a wide range of HSE documentation, monitoring compliance, and ensuring safe execution of large-scale construction and operational activities. My responsibilities were critical to ensuring the project's compliance with OGDCL's intent quality and regulatory standards.

- Supervised daily plant operations to ensure strict compliance with HSE regulations, safety standards, and company policies.
- Conducted routine safety inspections, risk assessments, and hazard identification across all plant areas.
- Implemented and monitored emergency response drills, ensuring readiness of fire-fighting equipment and emergency procedures.
- Monitored contractor and staff activities to enforce proper PPE usage and safe work practices.
- Investigated incidents, near misses, and unsafe acts, documenting findings and recommending corrective and preventive actions.
- Maintained comprehensive HSE records, reports, and compliance documentation for management reviews and audits.
- Coordinated with engineering and operations teams to ensure safe execution of maintenance, mechanical, and electrical tasks.
- Delivered safety training, toolbox talks, and awareness programs to plant personnel, promoting a positive safety culture.

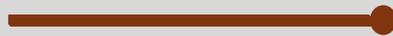
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**INDUSTRY EXPERTISE**

**Oil & Gas**

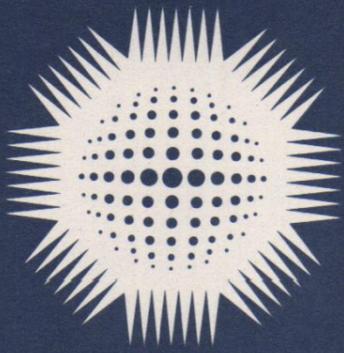


**Construction & Infrastructure**



**Power Plants & Energy**





nebosh

# NEBOSH International General Certificate in Occupational Health and Safety

This is to certify that

**Abdul Basit**

was awarded this qualification on

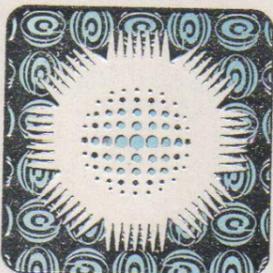
**05 April 2022**

Les Philpott  
Chair

Dee Arp  
Accountable Officer

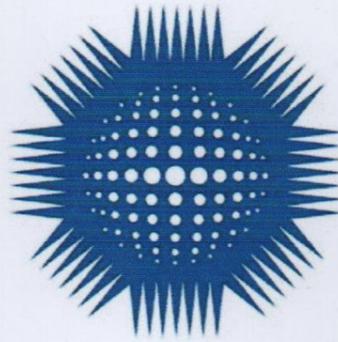
Master log certificate No: 00643113/1280206

SQA Ref: R630 04



**The National Examination Board in  
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Leicester LE19 1QW

www.nebosh.org.uk

5 April 2022

**NEBOSH International General Certificate in Occupational Health and Safety**

**UNIT RESULT NOTIFICATION AND STATUS REPORT**

Learner number: 00643113  
First name/s (given name): Abdul  
Surname (family name): Basit  
Full name: \*\* **Abdul Basit**  
Learning Partner: **1544 - Progressive Safety Institute & Consulting Pvt. Ltd.**

Unit	Description	Mark	Status	Exam Date	Results expected	Learning Partner	Unit result	High valid mark
IG1	Management of Health and Safety	59	Pass	05/02/2022	05/04/2022	1544	Pass	59
IG2	Risk Assessment		Pass	05/02/2022	05/04/2022	1544	Pass	

Overall mark: **59**

Grade: **PASS**

If you have received a pass and are now waiting an overall Qualification Parchment or a Unit Certificate (Diploma only), this will be dispatched to your Learning Partner within 20 working days of your Results Expected date which can be found in the details above. For more information on your Certificate/Parchment please click [here](#)

If you have received a refer in your unit(s) and would like to re-sit the unit, please contact your Learning Partner to book a re-sit. Alternatively, if you believe your mark does not reflect your performance, you can apply for an Enquiry About Result. For more information on this process click [here](#)

For more information on understanding your Unit Result Notification please click [here](#)

NEBOSH offers a wide range of qualifications for learners at all stages of their career. For more information, please visit our website or click [here](#)

\*\* Your name will appear on your qualification parchment as shown above, please ensure your full name is displayed correctly.

To validate the information on this document, please select [here](#)

This qualification has been credit rated for the SCQF by SQA. Please refer to the table(s) below for the unit combinations concerned:

Title	SCQF Level	Credit Points
UNIT IG1	6	5
UNIT IG2	6	6
OVERALL CREDIT RATING	6	11



Registered in England and Wales number 2698100  
A charitable company limited by guarantee  
Registered charity number 1010444

Issue Date:08/04/2024

## شهادة خبرة Experience Certificate

First Fix Co. certifies that the Following named person proved his high efficiency by performing all the tasks assigned to him and being provided this certificate of service according to Saudi Labor Law.

تشهد شركة التركيبات الأولية للأعمال الكهربائية المحدودة بأن المذكور الموضحة بياناته أدناه، قد أثبت كفاءته بأداء جميع المهام الموكلة إليه طيلة فترة خدمته.  
وتم منح هذه الشهادة بموجب نظام العمل في المملكة العربية السعودية.

Name	Abdul Basit Jehan Zeb	عبدالباسط جهان زيب	الإسم
Nationality	Pakistani	باكستاني	الجنسية
Position	Safety Officer	ضابط السلامة	الوظيفة
Passport No	AJ3879972		
From	June-2023		من تاريخ
To	May-2024		إلى تاريخ

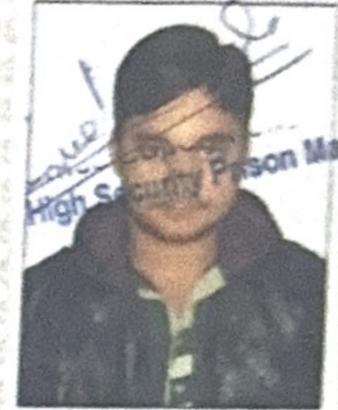
### إدارة الموارد البشرية والشؤون الإدارية Human Recourses & Administration

**JEDDAH**PO Box 117188, Jeddah 21391, Kingdom of Saudi Arabia  
Tel: +966 126 131 128**RIYADH**PO Box No. 57967, Riyadh 12474, Prince Sultan Bin Abdul Aziz Rd.,  
Kingdom of Saudi Arabia

Reg. # 172-78

S. #: 1613

# Oxford Computer Institute



Shewa Adda, District Swabi

## Certificate Awarded to

Mr/ Mrs/ Miss ABDUL BASIT S/D/O JEHAN ZEB

Has Successfully completed ONE YEAR (1 YEAR) Diploma Course of Computer Package/Language

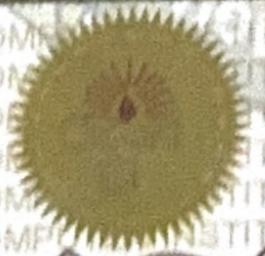
He / She is placed in "A" Grade, Securing 80 % marks in the final examination in

WINDOW'S XP / MS OFFICE 2007

**Issued at OXFORD COMPUTER INSTITUTE Shewa Adda**

From 01 - 06 - 2016 To 31 - 07 - 2017

Managing Director



Principal  
SHEWA ROAD SHEWA ADDA



Ref No. 11231

Date: 16-09-2019

## COMPUTER OPERATOR EXPERIENCE

### CERTIFICATE

#### TO WHOM IT MAY CONCERN

This is to certify that Mr. Abdul Basit S/O Jehan Zeb Address: Alhafiz Computer Institute Warana Karak. He Had been working with us as a "Computer Operator". Alhafiz Computer Institute Warana Karak .

From: 15-08-2018 to 13-09-2019.

During has working with us we found him hardworking and very productive. We have found him to be self started. He is motivated and a highly committed team player.



Signature