



Dear Sir./Madam

Your job posting for a **Safety Officer** immediately caught my attention as my experience and skills match your requirements closely. Please allow me to highlight why I am the right job candidate.

4 years of experience as a **Safety Officer** in a Jaffer Group of Companies Riyadh Saudi Arabia

Monitor implementation of HSE standards by all subcontractors at the site.
Ensure that safe working procedures are in place for the enforcement of safety rules on day-to-day activities.

The issue, follow up and conclude non-conformities/improvement notices with defined deadlines.

Ensure and coordinate that corrective and preventive actions are taken if any unsafe acts or situations are observed.

Investigate accidents and or incidents and submit reports to the project manager / Head QHSE.

Arrangement of providing training to employees on various topics related to health safety and the environment.

Conduct daily site inspection of scaffolds, equipment, tower cranes, and mobile ensuring 3rd party test certificates are available.

Carry out environmental aspect assessments of hazardous activities based on method statements and communication of the same to the management as well as employees.

HR Department has an outstanding reputation and I am certain I can deliver the results you are looking for. I would appreciate the opportunity to discuss my credentials, as outlined in my enclosed resume, in more depth in a personal interview.

Thank you for your time and I look forward to speaking with you soon.

Sincerely

ABU HURAIRA
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PROFESSIONALSUMMARY



ABU HURAIRA

SAFETY OFFICER



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Saudi Arabia

Keeping on the lookout for any unsafe behavior or breaks in regulations. Assessing risk and possible safety hazards of all aspects of operations. Creating analytical reports of safety data. Inspecting production equipment and processes to make sure they are safe.

Your objective should tell employers that you have both the skills and ambition to get the job and do it well. You can show you have the skills by including pertinent abilities, knowledge, and experiences in the resume objective. You can show that you have ambition by including goals and the specific name of the company. Some related skills and knowledge include written and oral communication skills, knowledge of health, knowledge of safety protocols, knowledge of how to handle hazardous materials, critical thinking, reasoning skills, proper training, previous experience, related education, analytical skills, and customer service skills.

QUALIFICATIONS

International General Certificate (IGC) in Occupational Health & Safety (Level 3) from *NEBOSH-UK*.

Bachelor of Science Abdul Wali |Khan University of Mardan Pakistan
2020 BSC Medical Science

CORE COMPERENIES

- ✓ Well-versed and complete knowledge of the Dubai Municipality Code of Practice. DM(COP)
- ✓ Sustainable and Safety Workplace Policy
- ✓ Presenting and Reporting Skills
- ✓ Accident investigation and Interviewing
- ✓ Excellent Communication & Learning Skills
- ✓ Personnel Support and Welfare Skills
- ✓ Risk Assessment and Reduction
- ✓ Safe System of Work in a Safe workplace
- ✓ Emergency Control techniques Safety Trainings & TBTs
- ✓ Safety Inspection and Audit
- ✓ Strong Teamwork & Training Skills

WORK EXPERIENCE

**✓ Duties and Responsibilities:**

- ✓ Monitor implementation of HSE standards by all subcontractors at the site.
- ✓ Ensure that safe working procedure are in place for enforcement of safety rules on a day- today activities.

- ✓ The issue, follow up, and conclude non-conformities/improvement notices with defined deadlines.
- ✓ Ensure and coordinate that corrective and preventive actions are taken if any unsafe acts or situations are observed.
- ✓ Investigate accidents and or incidents and submit reports to project manager / Head QHSE.
- ✓ Arrangement of providing training to employees on various topics related to health safety and the environment.
- ✓ Conduct daily site inspection of scaffolds, equipment, tower cranes, mobile ensuring 3rd party test certificates are available.
- ✓ Carry out environmental aspect assessments of hazardous activities based on method statements and communication of the same to the management as well as employees.
- ✓ Maintaining the MSDS register of hazardous chemicals and / materials.
- ✓ Issuing the work permit for critical activities (hot, cold work permits).
- ✓ Maintain first aid boxes as per requirement.
- ✓ Ensure risk assessments have been carried out for high-risk work activities.
- ✓ Ensure the use and wearing of PPE and other safety equipment provided.
- ✓ Conduct awareness programs (induction training, campaigns, etc).
- ✓ Conduct safety meetings on weekly basis.

PROFESSIONAL SKILLS

- Post-secondary training in health and safety knowledge of safety regulations .*
- Organizational Observation Skills*
- COMMUNICATION SKILLS.**
- Communication skills to create reports and training materials*
- Risk Assessment and Reduction, Safety Trainings & TBT
- Safe System of Work in Safe workplace , Emergency Control techniques
- Personnel Support and Welfare Skills

Computer Skills



MS Office (Word, Excel, Outlook, PowerPoint, OneNote, Access)

Google Drive (Docs, Sheets, Slides, Forms)

Spreadsheets (Excel, Google Sheets, OpenOffice Calc).

Email (mail merge, filters, folders, rules)

Presentations/Slideshows (PowerPoint, Google Slides, OpenOffice)

LANGUAGES

English (Read, Write & Speak),

Urdu (Read, Write & Speak)

Arabic (Read, Write & Speak),