

# Faisal Pervez (iDIP NEBOSH)

HSE Administrator/Safety Officer/Health & Safety Advisor

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Results-driven Health and Safety Advisor with a track record of zero-incident projects, including managing the seamless relocation of over 28,000 critical equipment items for Aramco. Proficient in regulatory compliance, risk management, and safety audits, backed by internationally recognized certifications such as NEBOSH and IOSH. Recognized for strong communication, adaptability, and leadership skills, as well as the ability to collaborate effectively with diverse teams with exceptional communication skills in English, Urdu, and Arabic, enabling effective safety training across multicultural teams. Adept at aligning safety strategies with organizational goals to achieve operational efficiency and compliance with stringent standards.

## CERTIFICATIONS:

- Valid Saudi Driving License
- Office Safety Awareness (Aramco)
- Safety Handbook I Emergency Response (Aramco)
- Confined Space Awareness (Aramco)
- Work Permit (Aramco)
- Safety Management System (Aramco)
- Environmental Management System EMS (Aramco)
- Fire safety Awareness (Aramco)
- Supply Chain Code of Conduct (Aramco)
- Ethics and Compliance for Upstream (Aramco)

## EDUCATION

- ✓ **NEBOSH Level 6 International Diploma in Occupational Health and Safety Management Professionals**  
Green World Group – Saudi Arabia (accredited by NCFE UK)  
**Grade:** Credit | **Year Completed:** Feb 2025  
UK RQF Level 6 (equivalent to a bachelor's degree level qualification)
- ✓ **NEBOSH International General Certificate in Occupational Health & Safety (IGC)**  
British Safety Council / Save Fast Dubai  
**Grade:** Pass | **Year Completed:** June 2024
- ✓ **IELTS Academic – Band 6.5**  
British Council – Jan 2025
- ✓ **FA (Fine Arts), Intermediate College Diploma,**  
Pakistan, Islamabad  
Dec 2019.
- ✓ **Matriculation/High School Diploma (Science),**  
Pakistan Islamabad, 2006.

## Additional Professional Certifications:

- ✓ **IOSH Managing Safely**  
Save Fast Dubai  
2023
- ✓ **OSHA 30 Hours (General Industry)**  
Green World Group – Saudi Arabia  
2024.

## AREAS OF EXPERTISE:

- Emergency Evacuation Plan/Response
- Safety Training/Session
- Risk Assessment and Management
- Leadership & Team Management
- Conflict Resolution
- Time Management
- ✓ Heavy Equipment Safety Training
- ✓ Inspection
- ✓ Incident Investigation Reporting
- ✓ Proficient in Microsoft Office
- ✓ Logistics Management Software (SAP)
- ✓ Adobe Acrobat
- Regulatory Compliance (Aramco, OSHA, ILO)
- Safety Audits
- Safety Minutes of Meeting
- Safety and Compliance Tools  
Aramco's Safelife software for reporting observations, near misses

## KEY ACHIEVEMENTS:

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### **Strategic Safety and Operational Excellence in Relocating Aramco Drilling Assets:**

As Secretary to the Drilling Support Unit Supervisor, I played a pivotal role in the seamless execution of a high-stakes project involving the relocation of 28,461 critical drilling equipment items from Aramco Dhahran to the Aramco Industrial Facility SPARK 6602. The project emphasized adherence to Aramco's stringent safety standards and operational protocols to ensure the safe transportation and handling of vital assets.

#### **Key Responsibilities:**

- Facilitated the implementation of Aramco safety standards and policies across all phases of the relocation process, ensuring regulatory compliance and operational efficiency.
- Advised teams on safety procedures, including forklift operations, equipment loading/offloading, and secure transport practices, aligning with Aramco's safety benchmarks.
- Conducted Weekly safety meetings and provided proactive mitigation strategies to eliminate potential hazards and ensure a zero-incident operation.
- Prepared and maintained detailed documentation of safety protocols, compliance records, and project reports to support accountability and continuous improvement.

#### **Tools and Practices:**

- Comprehensive application of Aramco safety standards and policies in operational workflows.
- Advanced safe handling and transportation methodologies.
- Industry-standard forklift operation protocols and safe material loading and offloading practices.

#### **Key Achievements:**

- Successfully managed the safe relocation of 28,461 drilling equipment items without loss or damage.
- Achieved a zero-incident record throughout the project, meeting and exceeding Aramco's stringent safety and operational benchmarks.

#### **Impact:**

This project underscores my ability to bridge administrative expertise with operational safety and compliance in a high-pressure environment. By aligning closely with Aramco's standards, I contributed to the successful execution of a large-scale logistical operation while upholding the highest levels of safety and efficiency.

## PROFESSIONAL EXPERIENCE:

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✓ **Saudi Aramco (via Contractor) – Drilling Support Unit**  
**Secretary to Drilling Support Unit Supervisor / HSE Focal Support**  
SPARK 6602, Saudi Arabia  
**June 2022 – Present**

Serving as the secretary to the Drilling Support Unit Supervisor in Saudi Aramco's Drilling Rig Support and Logistics Department, while performing executive administrative duties I provide an active role and hands-on support in health, safety, and environmental (HSE) initiatives. Additionally, my role extends to managing documentation, ensuring adherence to logistics safety protocols, and supporting safe execution of high-risk drilling material movements to rigs.

#### **Core Responsibilities:**

- Provide direct administrative and operational support to the Drilling Support Unit Supervisor, managing schedules, documentation, reports, and internal communications.
- Coordinate with logistics, HSE, and operations teams to facilitate the safe relocation, loading, and transportation of critical drilling equipment.
- Assist in the implementation of Aramco's HSE standards, preparing Job Safety Analyses (JSA), and supporting hazard identification and mitigation processes.
- Organize and document weekly safety meetings, toolbox talks, and HSE campaigns aimed at improving safety

awareness and compliance.

- Utilize **Aramco's Safelife system** to log safety observations, near-misses, and contribute to internal safety audits and environmental inspections.
- Maintain comprehensive records of safety protocols, incident reports, compliance checklists, and audit documentation aligned with Aramco and international standards (OSHA, ILO).

#### Key Achievements:

- Coordinated and supported the **safe relocation of 28,461 drilling assets** from Aramco Dhahran to SPARK 6602 Industrial Facility with **zero incidents or equipment loss**.
- Played a key role in **preparing documentation and safety materials** for successful completion of **Corporate Environmental Audit and QSI** with **zero findings**.
- Commended for enhancing coordination between safety, logistics, and supervisory teams, improving operational safety and compliance efficiency.

#### Khaksaar Developers (PVT) LTD

##### Safety Advisor (Freelance)

Islamabad, Pakistan

December 2019 – April 2022

Worked as a freelance Safety Advisor on multiple large-scale construction projects, providing end-to-end oversight of health, safety, and environmental (HSE) compliance. Played a key role in planning, implementing, and monitoring HSE policies in line with national legislation and international safety standards. Ensured the safety of workers, contractors, and stakeholders across dynamic construction environments.

#### Key Projects:

- **Boundary Wall Construction of the Main Campus – Pakistan Medical & Dental Society**
- **PWD Housing Society Construction Project**

#### Key Responsibilities:

- Developed and enforced site-specific HSE policies and procedures in alignment with the **Pakistan Occupational Health and Safety Act, 2018**.
- Conducted **risk assessments, safety inspections, and Job Hazard Analyses (JHA)** to proactively identify and control hazards.
- Delivered **site safety inductions, toolbox talks**, and ongoing safety training to workers and subcontractors, enhancing safety awareness and reducing incidents.
- Supervised critical construction activities, including excavation, scaffolding, material handling, and electrical work, ensuring compliance with safety best practices.
- Investigated near-misses and minor incidents, producing detailed reports with root cause analysis and recommending corrective measures.
- Coordinated with site engineers and project managers to integrate safety controls into daily operations and project timelines.
- Maintained HSE documentation, including **inspection logs, training records, incident reports, and compliance checklists**, to support audit readiness.

#### Key Achievements:

- Significantly improved site safety performance and contributed to **zero major incidents** across both projects.
- Successfully led multiple **on-site HSE audits**, ensuring continuous compliance with client and regulatory safety expectations.

#### Admin Operations

##### Pakistan Overseas Employment Promoters Association (POEPA)

Islamabad, Pakistan

January 2011 – March 2022

Led high-level administrative and operational functions for POEPA, a regulatory body supporting over 4,000 licensed

overseas employment promoters. Played a key role in governance coordination, policy execution, member services, and event management while ensuring organizational compliance with labor and regulatory frameworks.

**Key Responsibilities:**

- Managed the **end-to-end membership lifecycle** for 4,000+ promoters, including onboarding, renewals, dispute resolution, and regulatory communications.
- Provided executive-level support to the **Secretary General and Central Chairman**, preparing reports, handling correspondence, and coordinating inter-departmental tasks.
- Planned and executed high-profile events such as the **Annual General Body Meeting (AGM)** and the **Executive Board Elections**, ensuring transparency, legal compliance, and smooth logistics.
- Maintained detailed documentation for **meetings, safety protocols, financial reports**, and operational records in accordance with internal policies and external regulations.
- Collaborated with the **International Labor Organization (ILO)** to conduct awareness and training sessions, promoting ethical recruitment and professional practices.
- Enforced internal administrative policies while proactively identifying process gaps and optimizing routine workflows for operational efficiency.
- Oversaw logistics and safety arrangements for association-led events, implementing safety measures for venues and delegates in coordination with local authorities.

**Key Achievements:**

- Successfully **organized and managed multiple AGM and election cycles**, ensuring full legal and procedural compliance with POEPA's constitution and government oversight.
- Played a pivotal role in enhancing **member satisfaction and retention** through timely resolution of complaints and consistent communication.
- Contributed to capacity-building efforts by **partnering with ILO and other stakeholders** to introduce standardized awareness programs.