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Professional Summary

- Trained in Fire & Safety Engineering with a strong understanding of workplace safety protocols.
- 1 year of experience as a Safety Officer, ensuring site compliance, inspections, and risk control.
- Skilled in computer operations, MS Office, data entry, and basic system handling.
- Experienced in conducting toolbox talks, safety awareness programs, and incident documentation.
- Adaptable and fast learner with strong communication, teamwork, and problem-solving abilities.

Professional Experience

Safety Officer (1 Year)

J.B.S Pvt. Ltd. – Tata Eureka Park, Sector 150, Noida

- Supervised site safety operations ensuring compliance with safety standards and company policies.
- Conducted regular inspections, hazard identification, and risk assessments at the site.
- Organized safety awareness programs, toolbox talks, and promoted safe work practices among workers.
- Coordinated with site managers to ensure proper usage of PPE and adherence to safety protocols.
- Maintained safety documentation, daily checklists, and incident records.

Educational Qualifications

Fire & Safety Engineering – NAFS, Ghaziabad	2024–2025
ITI – Computer Operator & Programming Assistant (NSQF) Govt. ITI Sikandrabad	2023–2024
Class 12th – Keshav Madhav S.V. Mandir, Bulandshahr	2022
Class 10th – Bhajan Pal I.C, Bulandshahr	2020

Skills

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|--|---|
| • MS Office | • Safety documentation & reporting |
| • Word, Excel | • Conducting toolbox talks & awareness sessions |
| • PowerPoint | • MS Office & basic computer operations |
| • Internet & Email Handling | • Communication & teamwork |
| • Basic Computer Applications | • Problem-solving & attention to detail |
| • Safety inspections & hazard identification | • Time management |
| • Risk assessment & PPE monitoring | |

Project Work

Developed a **Data Entry Management System** using MS Excel and macros for maintaining office records and improving data accuracy.

Industrial Exposure / Visits

Coca-Cola Company (Visited Twice): Observed production processes, quality control activities, and workplace safety systems.

Tata Company: Gained exposure to industrial safety protocols, operational procedures, and hazard control practices.

Declaration

I hereby declare that all the information provided is true and correct to the best of my knowledge.