**RESUME **

***Kamlesh Kapadiya***

***Mobile- 9824655932***

***Email-*** [***kapadiyakamlesh555@gmail.com***](mailto:kapadiyakamlesh555@gmail.com)

*Objective:*

Intend to build a career with a leading company among highly qualified and dedicated professionals.

To pay a key role in challenging and demanding environment.

*Strengths:*

Positive attitude, hard and smart working, confidence, discipline, flexibility, believe in team work, ready to work in shift duty.

*Computer Skills:*

C-DAC Computer course CCGA with A+ Grade.

M.S.Office with A Grade.

CCC with A Grade.

*Other Skills:*

First Aid certificate course in St. John Ambulance Association & Red Cross.

Driving License of HGV & HPV.

*Academic Qualification:*

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| --- | --- | --- | --- |
| **Exam** | **Board/University** | **Month & Year of Passing** | **Percentage** |
| S.S.C | G.S.E.B. Gandhinagar. | March-1995 | 68.70% |
| ITI-P.P.O | G.C.V.T. | Sep.-1996 | 66.00% |
| H.S.C | G.H.S.E.B. Gandhinagar. | March-1998 | 54.00% |
| B.Com | North Gujarat University | March-2001 | 53.00% |
| Fireman (one year) | G.C.V.T. | Sep.-2004 | 71.00% |
| Diploma In Industrial Safety | NILEM | Oct.-2009 | 66.00% |

*Training:*

Successfully completed attachment training in Thermal Power Station Gandhinagar for 03 months.

Four times attended the first aid training. (St. John ambulance –Paldi, Indian red cross society)

Emergency Preparedness & Response, conducted by GSC, held at Torrent Pharmaceuticals Ltd. (1 day)

*Achievements:*

Contributed to make British Safety Council 5 Star HSEMS Audit successful at Torrent.(Torrent Pharmaceuticals Limited was awarded 4 star rating for its HSE Management System by BRITISH SAFETY COUNCIL, The audit was held in November 2007.)

Contributed to make OHSAS -18001-2007 Audit successful at CERA.

Prepared Health, Safety & Environment Policy in English, Hindi & Gujarati Languages at CERA.

Installing & Maintaining Public Address System at CERA.

Prepared & distributed 68 K booklet at CERA.

Installed the Work Permit System at CERA.

Prepared the Emergency Plan at CERA.

*Work Experience:*

I have the working experience in Torrent Pharmaceuticals ltd. Indrad in Health, Safety and Environment department as a Fireman from 01.04.2005 to 31.05.2007.

Promoted as a Fire Supervisor From 01.06.2007 to 20.03.2011. (Torrent Pharmaceuticals ltd.)

Presently, I am working with Cera Sanitaryware Ltd. Kadi as a Fire and Safety Supervisor.

**Notice Period:** 30 Days

*Personal Information:*

Full Name: Kapadiya Kamlesh Muljibhai

Date of Birth: 23rd March, 1980.

Gender: Male

Marital Status: Married

Nationality: Indian

Passport: Available

Language Known: Gujarati, Hindi, and English

Address: 1-Manav Mandir Society,

Near Water Tank,

Behind Railway Station,

Kalol (N.G.)-382721

Dis. Gandhinagar, Gujarat.

*Declaration:*

I hereby declare that all the information provided by me in this application is true to the best of my knowledge and belief.

Date: Kamlesh Kapadiya

*Job Profile*

* Develop checklists of fire and safety equipments and maintain the same.
* Ensure proper Installation, maintenance, refilling & HP testing of fire extinguishers.
* Conducting Fire drills to keep up efficiency of fire fighting screw.
* Take proper cautious steps to prevent Fire & Accidents.
* Issuing & monitoring all types of work permits.
* Issue PPEs to employees and periodic inspection of it, & keeping the record of same.
* To give induction training & plant visit to new joiners & keeping the record of same.
* Conducting regular training programs on various topics of Fire, Safety, Rescue, Permit Procedure, First Aid & On-site Emergency for staff & workers for safe work practice to perform their jobs.
* To deploy fire staff, Maintain discipline & shift schedule.
* Assigning work and stand by duty to fireman for effective fire fighting & fire prevention activities.
* Attained fire, rescue & other emergency calls.
* Take a plant round & submit the observation to seniors.
* Maintain the fire & safety equipments store & keeping the record of same. (Issue/Indent/Received/Stock keeping/Maintain minimum inventory etc.)
* Check noise level in high noise area every month & keeping the record of same.
* Organize for Safety testing of equipments as per Factory Act 1948.
* Preparing and updating & implementation of on-site emergency plan, Safety manual, general information Employees (68 K& P), safety-training presentations.
* Identify areas of improvements create safe work environment.
* Accident record keeping, Analysis, preventive & corrective measures to prevent reoccurrence and its follow-ups.
* Prepaid reports of accidents and sending the information to concerned Govt. authorities.
* MIS:-Preparing Monthly & Quarterly performance Work injuries, actions take to improve safety, status of legal compliance and Management Information as required.
* Identify unsafe actions & conditions and initiate corrective and preventive actions.
* Provide and ensure effective working of like Fire fighting, safety equipments, safety shower, Breathing apparatus, First aid boxes, and Emergency kit etc.
* Visibility & display of Posters, instructions, policies etc.
* Liaison with purchase dept, store dept & vendors.
* Celebration of Safety day by Conducting Safety promotional activities.
* Safety slogan/ poster competition, Quiz, etc.
* Display boards, posters/slogans.
* Investigating near misses / accidents, & ensure management to prevent reoccurrence.
* Monitoring of occupational health records of persons involved in hazardous processes.
* Maintaining requirements of Occupational Health Centre (medicine & equipments, ambulance van etc.) in consultation with FMO, OHC Staff & Administration dept.
* Imparting training to enhance the awareness on use of PPE.
* To motivate the staff, workmen & contractual workforce on safety aspect by interacting with them on shop floor.
* Weeklong celebration of “National Safety Day” by various safety competitions and demonstration of fire /safety gazettes on every 4th March.
* Organize safety committee meetings.
* Organize inspection, testing & certification of equipments as per safety norms, e.g., lift, hoists, cranes, pressure vessels & lifting tools-tackles etc.
* To facilitate departments to identify activities, associated hazards and & control procedure as per OHSAS 18001.