

AREAS OF EXPERTISE

*Employee safety Fire prevention Accident prevention*

*Incident management Internal Auditing Assessment methods Team meetings*

TRAININGS

*Confined space safety Rigging and sling safety Crane safety*

COMPUTER COURSES

*Auto CAD MS Office*

PERSONAL SKILLS

*Passionate Forward thinking Focused*

*Hard working*

VIVEK RAJA CONTACT

Safety Officer Mobile :- +918248107929 PERSONAL SUMMARY Email ID :- [vivekraja89@yahoo.com](mailto:vivekraja89@yahoo.com)

I want a highly rewarding career where I can use my skills and knowledge to help the company and my co-workers to be successful. I am an energetic and versatile problem-solver with a genuine interest in implementing and maintaining best practice health and safety standards for businesses. Keen to work for a reputable employer in a stimulating role where I can apply my organizational and communication skills, professionalism and enthusiasm.

WORK EXPERIENCE (TOTAL 7 YEARS)

## *Company name – RAK Ceramic UAE*

SAFETY OFFICER Feb 2015 – July 2017

Responsible for driving forward and implementing the company’s EHS strategy in accordance with the highest ethical guidelines and corporate policies.

## *Duties:*

Ensuring compliance with all required legislation, practices and relevant standards Helping to establish and put in place key Health and Safety processes and methods Managing the Safety team’s workload & prioritizing it according to risk/importance

Driving a culture of safety on site to support the delivery of performance metrics Performing root cause analysis for work related incident and accident investigations Inspecting method of statement documents of the third party contractors hired by the company Educating new employees on the company’s emergency evacuation procedures

Conducting tool box talk of various Occupational Health, Safety and Environmental topics Conducting internal Environmental, Health and Safety Audit as per organization policy every six month

Conducting Fire Drill program and Spill Drill program as per organization policy

Inspecting the heavy equipment, third party certification, vehicle license, making checklist, operator competency, certification and license

Inspecting all Safety equipment, PPE, Firefighting equipment and submit all document reports to higher management

Continuous inspection of work place safety and update the risk assessment

## *Company name – Albilad firefighting system Ltd KSA*

SAFETY SUPERVISOR June 2013 – Jan 2014

Site: Marafiq, Water and Power Project, Yanbu 2

# Duties:

Conducting safety induction and inspecting the power tools and firefighting equipment as per NFPA standard

Monitoring and assessing all types of safety issues at work

Ensure hazard free work place and assist employees with Task Safety Analysis Walking around the workplace and preventing employees from hazards and threats

## *Company name – Arabian Pipeline & Services Co Ltd KSA*

SAFETY SUPERVISOR April 2013 – June 2013

Site: Ar Razi Saudi Methanol Plant (Shutdown Project)

# Duties:

Ensuring safety practices while replacing catalyst, asbestos insulation and iron rods using crane operation tandem lifting

Monitoring safety standards in radiography of iron pipes

Conducted mass tool box meeting on radiography and safe work procedure at the site Identifying risks and trends and then taking appropriate action to minimize, mitigate or eliminate them

Review the Permit to Work documents and the attachments for the specification works

CONTACT

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Email [vivekraja89@yahoo.com](mailto:vivekraja89@yahoo.com)

## *Company name – Nagarjuna Construction Company Ltd INDIA*

SAFETY SUPERVISOR Aug 2009 – March 2013

Site: Nagarjuna Oil Corporation Limited, Cuddalore

# Duties:

Employing safety standards in Tank Fabrication, Power Plant construction and civil construction Supervising and Inspecting scaffolds and tanks

Inspecting Permit TO Work documents Making Job Safety Analyzers for all the tasks Conduct Fire drills and Spill drills

Monitoring safety standards in radiography of metal tanks

PROFESSIONAL QUALIFICATIONS

Diploma in Fire & Safety

Advance Diploma in Occupational Safety Health Environmental Management IOSH MS

Risk management

Introduction to ISO 14001 - 2015

Master the ISO 14001:2015 Standard revision EMS Internal Auditor Transition

ACADEMIC QUALIFICATIONS

DoTE ***–*** Padalesuwarar Polytechnic College ***2006 - 2009***

Diploma Electrical and Electronics Engineering (DEEE)

PERSONAL DETAILS

Father’s Name : Veerasekaran.P (Indian Army JC Officer - Retired) Name : Vivekraja.V

Date of Birth : 30 Sep 1989

Nationality : Indian

Language Known : English, Hindi and Tamil Marital Status : Single

Passport No : H 3 7 6 8 1 3 1

Date of issue : 30 / 04 / 2009

Date of expiry : 29 / 04 / 2019

Place of issue : Chennai

DECLARATION

I hereby declare that the above-said information in this resume are correct and to the best of my knowledge.

VIVEK RAJA