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**PREEDIPRAJ. M Mob. No.:+91-9894332072**

**No: 45 Kamaraj Street, Email: preedip2801@gmail.com**

**Indira Nagar, Mudaliarpet,**

**Pondicherry- 605004 INDIA.**

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**OBJECTIVE:**

In the capacity of Safety Officer, I fore see myself as an effective contributor to any organization in its Endeavour to Safety and Success. I possess the interest, capacity and motivation to play an effective role in the organization.

**SUMMARY OF EXPERIENCE:**

* 1+ Years of experience as **SAFETY OFFICER**.
* Worked in OHSAS 18001-2007.
* OHS Documentation Activities.
* Safety Workshops & Campaigns.
* OHS Audits & Inspections.
* Managing Team and giving training to new joiners.
* Responsible for overall safety in Construction & Industrial processing activity.
* Periodically survey the safety equipment.
* Login &logout all permit register in database.
* Conducting Emergency Response Plan **(ERP)**
* Conducting Emergency Response Team **(ERT**)
* Conducting evacuation training yearly once.
* Construction & Industrial safety training and the awareness program for the worker in the facility.
* Responsible for allocating concerned person for shift for maintenance.
* Monitoring report on daily basis.
* Arranging the preventive maintains (PM) schedule for the equipment’s services for every month.
* Fire alarm system this system is used for general fire awareness involved in testing.
* Ensure wearing of PPE’s by all workers and staffs like, helmets, hand gloves, goggles, reflector jackets, safety shoes, full body harness, masks etc.
* Ensure all lifting equipments, tools and tackles are inspected checked.
* Conducting tool box talks.
* Preparing check list, accident reports, Incident Investigation.
* Supervising First aid precaution.
* Daily inspection of crane and scaffolding.
* Preparing Sign Boards & Banners regarding safety.
* Inspections of necessary work permit whenever to being the job.
* Make daily reports regarding safety in the job site.
* Put necessary safety precaution before starting any job.
* Make monthly inspection of major equipment and fire extinguishers etc.
* Conducts daily meeting with labors to ensure all issues to relate to field.

**EDUCATION QUALIFICATON:**

* B.C.A - Bachelor of Computer Application (Pursuing)
* D.E.C.E - Diploma in Electronic Communication Engineering:

Directorate Of Technical Examination

* Higher Secondary Certificate: Vivekananda Govt. boys Higher Sec. School
* Secondary School Leaving Certificate: Wise man Higher Sec. School

**CERTIFICATION:**

* Diploma in Industrial Safety (Pursuing)
* Diploma in Fire and Safety TUV Rhineland NIFE
* First Aid completed in ST. JHON AMBULANCE

**PROFESSIONAL EXPERIENCE:**

* **Organization**: **LENOVO** India Pvt. Ltd. 
* **Designation**: Manufacturing Operator
* **Period**: 24.05.2012 to 22.11.2012
* **Organization**: **LENOVO** India Pvt. Ltd.
* **Designation**: **SAFETY OFFICER** (Occupational Health & Safety)
* **Period**: 07.09.2015 to 05.09.2016

* **Organization**: **Mahatma Gandhi Medical College & Research Institute**
* **Designation**: **SAFETY OFFICER** (Fire & Safety Department)
* **Period**: 07.12.2016 to till date

**KEY ACTIVITIES:**

* Having knowledge related to work permits I’e. Height Work Permit, hot work, excavation work, lifting work.
* Conducted **SOT** (Safety Observation Tour) every month.
* Advising planning and providing of Personal Protective Equipment for techniques’ working in hazardous process/Area.
* Fire Extinguisher and their uses, inspection of different types of fire extinguisher I’e. DCP, Co2, Water, Foam.
* Preparing to the employees regained Safety Awareness, Fire Fighting, Personal Protective Equipment, Mock Drill, Fire Drill etc.
* Responsible for House Keeping, Gardening, etc.

**RESPONSIBILITIES:**

* Responsible for overall safety in Construction & Industrial processing activity.
* Periodically survey the safety equipment.
* Login & Logout all permit register in data base.
* Conductive the safety training and the awareness program for the worker in the facility.
* Ensure all the lifting equipment, tools and tackles are inspected and checked.
* Conducting tool box talks.
* Preparing Sing Boards& Banners regarding safety.
* Inspection for necessary work permit whenever to begin the job.
* Conducts daily meeting with labor to ensure all issues to relate to field.

**ACHIEVEMENTS:**

* **Best performer** appraisal in the year of 2016 in **LENOVO**
* Appreciation for **5S** implementation
* **“Safety Park”** Creation at Lenovo Premises
* **“ERT”** member
* Updating **Exercise @ Workplace** 5.0 to 6.0

**PASSPORT DETAILS:**

* + Passport No.: K7221071
  + Date of Issue: 21/12/2012
  + Date of Expiry: 20/12/2022
  + Place of Issue: CHENNAI

**PERSONAL SKILLS & TRAITS:**

* Can lead a group with a focus.
* Dedicated to work.
* Ability to learn from mistakes.

**PERSONAL INFORMATION:**

Father’s Name : S. Munisamy

Date of Birth : 28.01.1991

Religion : Hindu

Nationality : Indian

Marital Status : Single

Language Known : English/Tamil

Indian driving license no. : PY01 20120008057

**DECLARATION:**

I hereby declare that the information furnished above is true to the best of my knowledge and belief.

Date**:**

Place**:** **PUDUCHERRY** **(PREEDIPRAJ.M)**