

JUDY SOOKDEO



55 Gandhi Village, Debe.

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◆ Professional Summary

I am looking to join an organization and to be part of a team to be able to put my skills into practice whether it be HSE, or any other area I'm placed in.
A strong credit background with experience in the Legal Recoveries and
A strong HSSE

◆ EMPLOYMENT

May 09– Present

Unicomer Trinidad Limited

#21 Mulchan Seuchan Road, Chaguanas

Supervisor –Legal and Recoveries High Risk

Duties include:

- Ensuring Pre action protocol letters are sent and documenting of this.
- Assisting with all documentation and filing of papers for court action.
- Following up with the company's attorney on action filed in court
- Assisting with the application of Money lenders license
- Investigation of Fraudulent Accounts/Job letters
- Meeting with customers who wish to make arrangements for payment
- Weekly reports to management
- Utilizing various means to ensure customers are located.
- Taking Minutes at weekly meetings and distribution of such to the relevant persons.
- Other Administrative Duties
- Monitoring cash accounts in arrears
- Sending new work and following up with the collection agencies
- Reporting
- Ensuring the BdW payments received are filed and inputted into system
- Managing the BDW collections portfolio

Mar 08-Apr 09

Black & Veatch International

Point Lisas Industrial Estate

Point Lisas

Health and Safety Trainee – Providing HSSE support on the construction of the Phoenix Park Gas Processors Limited Phase 111 Expansion/Isobutene Project. Monitoring of all sub-contractors to ensure compliance with T&T OSH Act.

Duties include:

- Provided advice on cad welding
- Preparation of JSA, PTW when required and the correct execution of the same
- Ensuring contractor compliance with HSE requirements as stated in the bridging document
- Ensuring strict adherence to HSE policy

Sept 05-Feb 08

Safety Shields Services Limited

Murray Trace,
San Francique

Health and Safety Administrator—worked for a safety consultant in developing various HSSE inspections, Audits, SMS, and Consultations for small and medium size companies

Routine Duties for a Portfolio of clients Include:

- Assisting with Revising and Reviewing of company HSSE Policies/Procedures
- Ensuring Clients/Contractors are given the proper guidance and advice and ensuring that they follow Health, Safety and Environmental Policy
- Assist with the Development and Conducting of Accident and Incident Investigation and Reporting
- Advice and Preparation on JSA, PTW Audits, SMS such as STOW and Ohsas 18000
- Advice on ISO Standards
- Conduct and Review Risk Assessments, Hazard Identification, Risk analysis and the correct Implementation of Control Measures
- Help Develop, Plan and Co-ordinate Emergency Drills and Safety Meeting
- Assist with HSe Training Onsite/Safety Meetings
- Ensure Effective and Efficient Operation Of Permit To Work System

◆ CORE SKILLS

- Safety Managements – STOW and other Hse Management Systems
- Audits
- Risk Assessments
- Excel
- Word
- Investigations
- Communications
- Any other assigned duties with given Training

◆ COMPUTER SKILLS

- MS Word
- MS Excel
- PowerPoint

◆ INTERESTS & ACTIVITIES

Hobbies Include: Travelling, Jet skiing

◆ EDUCATION

Present

- Herriot Watt University)

MSc Safety and Risk Management

Modules Completed;

- Project Management
- Fire and Explosions
- Human Factors in Control Room Design
- Environmental Impact Assessment
- Value and Risk Management
- Risk and safety Management
- Human Factors Methods
- Learning from Disasters

Pending Modules

- Dissertation
- UNIVERSITY OF LONDON

Bachelor of Laws (LLB) 1st year

PREVIOUS YEARS OF STUDIES

2008-2009

- College of Health and Safety and Environmental Studies

Nebosh level 6

Occupational Health and Safety equivalent to Honors degree according to British QA/QC standards.

2005- 2006

- College of Health safety and Environmental Studies

Nebosh Level 3 Certificate

Occupational Health and Safety

2006

- Southern Safety Institute
OSHA 30 hours General Industry

Other Qualifications

CXC O Levels

Mathematics, English Language, Social studies, Principles of Business, Human and Social Biology, and Office Procedures.

◆ REFERENCES

☞ **Mr. Navin Dwarpaul**
Independent HSSE Consultant
PHONE 686-6629

☞ **Mrs. Sandra Jaggernauth**
Director Halycon Consulting
Phone 797-8488

☞ **Mr., Glen Parmasar**
Director of Forensics
Phone 773-5768

