Kelly Rajkumar

#228 Union Village, Claxton Bay

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**Career Objective:**

To obtain a challenging position where my skills and proficiency in the field will be utilized towards the growth of the organization.

**Educational Summary:**

* OSHA- General Industry Safety and Health in the year 2011
* Fire Watch in the year 2011
* Standard First Aid & C.P.R & A.E.D in the year 2013
* NEBOSH General Certificate (Currently pursuing)

**Technical** **Skills:**

**Introduction to computer literacy:**

Microsoft Word, Access, Excel and PowerPoint

**Experience:**

Safety Officer 2014-2015

Construtora OAS S.A. Trinidad and Tobago Branch

* Daily Safety Reports for HSE Manager
* Accident Statistics
* Reviewing of Job Safety Analysis with Supervisors and Managers
* Documentation/ Maintain filing system
* Safety weekly reports
* Safety monthly reports

Administrative Assistant 2013-2014

En-Safe Health and Safety Training and Consultancy Services

* Serve as receptionist
* Maintain filing system
* Teaching of Basic and Advance Microsoft office.
* Assistant in PLEA training
* Perform other duties as directed by the Director.

Safety Officer 2011-2012

Control Technologies Limited.

* Obtaining of permit to work/Documentation
* Distribution of Job Safety Analysis (JSA)
* Weekly Safety Site Inspections
* Conducting toolbox meetings