



ARCHANA S. SALUNKE
SAFETY CO-ORDINATOR
PCFSM COLLEGE

Contact No: +91- 9545109991

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CAREER OBJECTIVE:

I am looking for a good position in the field of Construction, manufacturing, where previous skills and capabilities can be put to efficient use. I possess effective organizational skills and the ability to supervise a team and develop final output.

EXPERIENCE

I have 4 years and 8 month of Experience in fire n safety training field.

Name of Organization	Paramanad college of fire n safety mng
Designation	Sr.faculty member ,SAFETY COORDINATOR
Duration	May 2017 TO Till date

WORK EXPERIENCE

I have **4 years and 8 month** of Experience in training department as fire n safety trainer.

My responsibility in latest position is

- Preparation of HIRA (Hazard Identification and Risk Assessment) Documents - Continual changing as per job specification activity.
- Regular site visits for implementation of legal safety requirements for compliance.
- Preparation and Distribution of the Work permits for each activity, Aware of PTW
- Preparation of SOPs (Safe Operating Procedures) to achieve significant aspects.
- Preparation and Maintaining data for safety statistics, Surveillance audit, Internal audit, External audit (Third Party), Training presentation on regular and randomly basis etc.
- Site visit for Surveillance audit and Training purpose.
- Preparation and Compliance of MOM / Safety Committee meeting / Safety Training.
- Compliance of Internal Audit and preparation for surveillance/ Third party external audit.

- Documents used at site i.e. Procedures, Manuals, Checklists, Work permits, HIRA etc.
- Regular site visit for finding observations and non-compliances to rectify
- Knowledge delivering of MSDS (Material Safety Data Sheet) of Hazardous materials
- Aware of firefighting equipment and first aid technique
- Aware of hierarchy of control to eliminate risk at work
- Training
- Mock drill, TBT, INDUCTIONS

Administration of collage,

- Conducted lectures and practical for students,
- communicating and coordinating with National safety council,
- local fire dept., other govt institution,
- expertise for seminars,
- Arranging the study tour for candidates.
- Fees collection
- Record of lagers

Other skills

Typing Speed – 40 WPM (Govt. Certified)

Computer Knowledge – Handling Word, Excel, Power point, outlook.

KEY STRENGTH

- Technical documentation
- Relationship and Team Management

EDUCATION QUALIFICATIONS

Qualification	Institute/School	University / Board	Year of passing	Grade/Percentage
M.SC	DEOGIRI COLLEGE ,AURNAGBAD	DR.BABASAHEB AMBEDKAR UNIVERSITY ,		PURSUING
Advanced diploma in industrial safety	Rajashri Shahu college ,Aurangabad	MSBTE	2020	92%
IOSH	CORPARAT SAFETY SOLUTION	UK	2018	A+

B .SC	RAJASHRI SHAHU COLLEGE,PAT HARI,AURNAG ABAD	DR.BABASAHE B AMBEDKAR UNIVERSICY	2013	60.50%
DIPLOMA IN FIRE & INDUSTRIAL SAFETY	PARAMANAD COLLEGE	JSS.HUMAN RESOURCES DEPARTMENT	2009	75.00
HSC	RAJASHRI SHAHU COLLEGE	HSC	2007	74.00%
SSC	BHARATI VIDHYAPEETH ,CBD –BELAPUR	SSC	2003	60.00%

PERSONAL DETAILS

NAME : ARCHANA S. SALUNKE
FATHER'S NAME : LAXMAN KADAM
MOTHER'S NAME : SHANTA KADAM
PRESENT CITY : NAVI MUMBAI (CBD-BELAPUR)
PERMANENT ADDRESS : 505, WING "B" KHARADI, PUNE.
DOB : 28TH OCTMBER , 1988
NATIONALITY : INDIAN
SEX : FEMALE
MARRITAL STATUS : MARRIED
LANGUAGES KNOWN : HINDI, ENGLISH, MARATHI

DECLARATION

I solemnly declare all the details furnished above are true to the best of my knowledge and concern

Thanking You!