



MUHAMAD SYAKIRIN BIN SUMARDI

Address : No 6, Jalan Ilham 6,
Taman Ilham,
86000, Kluang,
Johor Darul Takzim.

Phone No : (H/P) +60177841686

(H) 07-7720543

Email: Syarkie@Gmail.com

PERSONNEL INFORMATION

IC No. : 871009-23-6313

Marital Status : Single

Date of Birth : 09 October 1987

Health : Excellent

Gender : Male

Height : 170 cm

Religion : Islam

Weight : 53 KG

Race : Malay

Nationality : Malaysian

NEXT OF KIN

Name : Mariah binti Sulaiman

Relationship : Mother

Occupational : Housewife

Address : No 6, Jalan Ilham 6,
Taman Ilham,
86000, Kluang,
Johor Darul Takzim.

Contact Number : 07-7720543

EDUCATIONS & QUALIFICATIONS

Year	Institution
Oct 2007- Apr 2010	Ranaco Education & Training Institute, Kemaman, Terengganu Under graduate Diploma in Occupational Safety and Health CGPA: 3.71 Sekolah Menengah Kebangsaan Sultan Abdul Jalil, Kluang, Johor.
2004 - 2006	Sijil Tinggi Pelajaran Malaysia (STPM) : PA SS
2003 - 2004	Sijil Pelajaran Malaysia (SPM) : PASS
2000 - 2002	Sijil Penilaian Menengah Rendah (PMR) : PASS

RELATED COURSES (MAJOR)

- Occupational Safety & Health Management I,II,III
- Occupational Health & Hygiene I,II,III
- Anatomy & Physiology for Ergonomic
- OHSMS- MS 1722
- Occupational Safety I,II
- Occupational Safety and Health Legislation I
- Occupational Safety and Health Audit
- Safety & Health Seminar

COURSES ATTENDED

- Confined Space Entry
- Basic Fire Fighting Course
- Permit to Work
- Basic Industrial First Aid/CPR Course
- Basic Rigging & Slings Course
- Emergency Response Plan
- CIDB
- NOSP – NIOSH OSHFAM SAFETY PASSPORT

WORK EXPERIENCE

<u>Year</u>	<u>Company</u>	<u>Position</u>
Nov 2009 – April 2010	TULANE SDN. BHD	Safety Practical Training
Nov 2011 - Jan 2012	Muara Teliti (M) Sdn Bhd	Safety Practitioner
Feb 2012 – Present	Lima Bintang Logistics Sdn Bhd	QHSE Officer

CURRENT JOB DESCRIPTION

1. Prepare Monthly Report for company and submit before 10th every month.
2. Maintain OHSAS 18001:2007 record keeping.
3. To conduct internal training for operations staff (driver/technician/operator/etc.) related to special competency or knowledge.
4. To conduct internal audit for business unit as per require on OHSAS 18001:2007
5. Communicates QHSE information to all internal and external parties
6. Liaise with Government bodies or External parties E.g.: DOSH, DOE, and other parties pertaining to Safety & Health issue.
7. To conduct toolbox briefing to drivers or staffs or technicians & external parties if required.
8. To prepare HSE alert at least one a month for information sharing
9. Investigates any accident, near-misses, dangerous occurrence, occupational poisoning or occupational disease which has happened in the place of work;
10. Inspects the workplace to determine whether any machinery, plant, equipment, substance, appliance or process is liable to cause bodily injuries to any person; together with HSE committee & HOD as per schedule or at least one inspection per month (workshop, outside & vehicle).
11. To conduct drug test and alcohol test as per schedule or random basis.
12. To ensure all ERT team fully trained and aware their responsibility
13. Update evacuation maps and assist ERT team to prepare the evacuation plan
14. Plan & arrange emergency response drills (plant) in order to test the effectiveness of EPR procedure.
15. Person in charge on managing Schedule waste at workplace
16. To assist and support superior and Board of Director for any request related to QHSE matters.

ADDITIONAL INFORMATION

Computer Skills : Spread Sheet Microsoft Office Word, PowerPoint and Excel.

Leisure / Activities : football, Futsal, Jogging, Camping and Swimming

Strength : Able to accept other's opinion, Friendly, Independent, Fast learner, Positive attitude, Diligence and Responsibility.

Language :

Language	Write	Read	Speak
Malay language	Excellent	Excellent	Fluent
English	Good	Good	Good

License : B2 & D