



شركة الكفاح القابضة
AL-KIFAH HOLDING COMPANY

Limited Liability - Capital S.R. 5,000,000
C.R.: 2252000135

ذات مسئولية محدودة - رأس المال ٥.٠٠٠.٠٠٠ ريال
مدفوع بالكامل - سجل تجاري ٢٢٥٢٠٠٠٠١٣٥

January 08, 2014

TRANSMITTAL FORM
CONTRACT NO. 090 – C26
TRANSMITTAL NO. 171

Royal Commission for Jubail & Yanbu
Construction of Infrastructure and Buildings for Defense Force, Phase 1
Fax No. (03) 341 7030

Attention : Mr. Nedhal M. Al Khunaizi
: Facility Contracts Supervisor

Subject : CURRICULUM VITAE – Safety Manager

- | | |
|--|--|
| <input type="checkbox"/> MONTHLY REPORT | <input type="checkbox"/> WEEKLY TOOLBOX MEETING MINUTES |
| <input type="checkbox"/> VENDOR APPROVAL REQUEST | <input type="checkbox"/> TEST REPORTS |
| <input type="checkbox"/> VENDOR APPROVAL REQUEST
(IN KINGDOM) | <input type="checkbox"/> TELEPHONE / TELEX APPLICATION
(WATER PERMIT / EXCAVATION PERMIT) |
| <input type="checkbox"/> TECHNICAL SUBMITTAL | <input type="checkbox"/> APPLICATION TO USE SANITARY DUMP |
| <input type="checkbox"/> SHOP DRAWINGS | <input type="checkbox"/> HOUSING APPLICATION |
| <input type="checkbox"/> CARGO DECLARATION | <input checked="" type="checkbox"/> OTHERS |

SUBMITTAL REQUEST NUMBER

QTY.	DOCUMENT / DRAWING NO.	REV.	TITLE	ACTION	CODE
03 Set	01-006-01	1	CV of Engr. Arshad Nadeem for Safety Manager		

Released by


Abdul Rahman Shaikh
Project Manager



الأحساء - المبرز - شارع الظهران
ص.ب ١٣ - الرمز البريدي ٣١٩٨٢
هاتف : ٠٥٣١٠٠١٠ - ٣٩١١
فاكس : ٠٥٣١٠٠٢٠ - ٣٩١١
Al-Ahsa - Al-Mubarraz - Dhahran St.
P.O. Box 13 - Pin Code 31982
Tel : +966-3-5310010
Fax : +966-3-5310020





ROYAL COMMISSION FOR JUBAIL AND YANBU
MADINAT AL-JUBAIL AL-SINAIYAH
CONSTRUCTION DEPARTMENT
SUBMITTAL REVIEW

REVIEWER : _____

DATE IN : 9/11/2013

COMPLETE : _____

DOC/DWG. NO 01-006-00 REV: 00

DOC/DWG TITLE:

CV OF ENGR. ARSHAD NADEEM FOR
PROPOSED SAFETY MANAGER

1 ☐ WORK MAY PROCEED

3 ☐ REVISE AND
RESUBMIT, WORK MAY
NOT PROCEED

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2 ☒ REVISE AND
RESUBMIT, WORK MAY
PROCEED SUBJECT TO
INCORPORATION OF
CHANGES INDICATED

4 ☐ REVIEW NOT
REQUIRED, WORK MAY
PROCEED

DISTRIBUTION REQUIRED? ☐ YES

IMPORTANT: PERMISSION TO PROCEED DOES NOT CONSTITUTE
ACCEPTANCE OR APPROVAL OF DESIGN DETAILS, CALCULATIONS
ANALYSES, TEST METHODS OR MATERIALS DEVELOPED OR SELECTED BY
THE SUPPLIER DOES NOT RELIEVE THE CONTRACTOR FROM HIS
CONTRACTUAL OBLIGATIONS.

SIGN: _____

DATE

09/10/13

COMMENTS:

COMMENTS MUST BE WRITTEN LEGIBLY
FOR TRANSMISSION TO CONTRACTOR

CONTRACT NO. : 090-C26

CONTRACTOR TRANS. NO. : 6

RC TRANSMITTAL NO : _____

IMPORTANT:

AS MUCH AS POSSIBLE, COMMENTS MUST BE WRITTEN ON THIS FORM OR ATTACHED PAGES. COMMENTS WHICH
CAN ONLY BE POSSIBLE ON THE CONTRACTOR'S SUBMITTAL MUST BE INDEXED ON THIS FORM.

DOCUMENT STATUS APPLIES TO TECHNICAL CONTENT ONLY. USE OF FOREIGN MATERIALS, EQUIPMENT AND
SERVICES IS SUBJECT TO ROYAL COMMISSION'S APPROVAL. ONCE THIS TECHNICAL SUBMITTAL IS GIVEN CODE 1 OR
2 STATUS, CONTRACTOR SHALL SUBMIT VENDOR APPROVAL(WITH TECHNICAL SUBMITTAL PACKAGE) FOR ROYAL
COMMISSION'S REVIEW. PROCUREMENT PRIOR TO THIS APPROVAL IS DONE AT THE CONTRACTOR'S OWN RISK.

*The Candidates will be in 3 months
probation period*

Wednesday, September 11, 2013

CURRICULUM – VITAE

ARSHAD NADEEM

E-mail: hse.arshad@yahoo.com
Mob: 0593241298



Objectives

Seeking a position of Safety Manager wherever I can use my past experience optimum level with an opportunity for a growth and enhancement to be most beneficial for self and company

Personal Profile:

Highly professional and trained person with proven experience attained in construction field. I am resourceful, flexible, and task oriented professional having communication. I have influencing skill, have ability to interact confidently, effectively on individual basis and also work well as Team member

Work Experience Summary

About 11 years of experience in the field of construction as HSE Officer in Pakistan, Iraq, UAE & Afghanistan.

- ▶ **Worked as Safety Officer with Emirates Bel Badi Company UAE.** 
Projects: {Marina Mall Extensions, Al Falah Palace, First Gulf Bank}
- ▶ **Worked as Safety Advisor with Target & Jima Company UAE.** 
Projects: {Nakheel Discovery Gardens, water front, Dubai Metro}
- ▶ **Worked as Safety Advisor with Al Rajhi Company UAE.** 
Project: {Nakheel Dubai Water Front}
- ▶ **Worked as Safety Advisor with Yuksel Insaat Erbil Iraq.** 
Project: Kora Shaqlawa Qandeel Highway.
- ▶ **Worked as Safety Advisor with Yuksel Insaat Afghanistan** 
Project: Corps of Engineering USA.

- ▶ **Worked as Senior Safety Officer with B.L. Harbert International Limited Pakistan.**

Project: US Embassy Compound Islamabad.



- ▶ **Currently working with Al-Kifah Contracting Company as Safety Manager.**

Responsibilities as HSE Advisor

- ▶ **To inspect while working at height, the working platform forms are safe and only trained workers are working.**
- ▶ **Inspecting scaffolding & work platforms to be erected by competent scaffolders only and proper tagging system must be implemented at site.**
- ▶ **Inspection of scaffolding access (barricading, fire extinguishers & house keeping)**
- ▶ **Ensuring proper PPE, s being used by all operatives as per activities/site situation.**
- ▶ **Inspecting hand tools are operated by trained operators and checked before and after use regularly.**
- ▶ **Inspecting that only tested lifting plant are being used and valid documents are available.**
- ▶ **To provide permit to work procedures as per activities and enforced them at site.**
- ▶ **Ensuring safe storage, transportation and application of all chemicals / hazardous substances.**
- ▶ **Electrical safety from generation to distribution.**
- ▶ **To provide training on emergency/fire procedure response plan to all the workers.**
- ▶ **Ensuring qualified Nurse/first aider is available at site during work and first aid box is being checked regularly.**
- ▶ **Inspecting proper health & safety plan to be placed at site and must be implemented.**
- ▶ **Preparing risk assessments for all activities and training workers on the risk assessment as per activities.**
- ▶ **Installing safety signage such as warning signs, prohibition signs, fire point, emergency procedure, and are posted on all strategic areas.**
- ▶ **Providing induction/orientation/tool box talk and training as per site requirements to all employees.**
- ▶ **Preparing comprehensive check list for daily, weekly and monthly inspection as per site activities.**
- ▶ **To inspect all stores are being organized properly, segregation of inflammable materials from others and labels are applied to all drums to identify.**
- ▶ **To inspect close and effective supervision being provided during work and right man being assigned for right job.**

- ▶ **Conducting induction for new employees including contractors.**
- ▶ **Implementing safety rules and regulation as per law.**
- ▶ **Planning and implementing of accidents prevention programs.**
- ▶ **Inspection of highly risk liquids.**
- ▶ **Accidents investigation and reporting.**
- ▶ **Safety precaution as per HSE program.**
- ▶ **Conducting safety meetings.**
- ▶ **To control PPE/Safety equipments and maintain records where necessary.**
- ▶ **Joint safety inspection with consultant/Client safety officer.**

Safety File System

- ▶ **Tool Box Talk Meeting.**
- ▶ **Safety induction record**
- ▶ **Incident investigation report.**
- ▶ **Accident investigation report**
- ▶ **HSE Meetings.**
- ▶ **Daily weekly and monthly injury reports**
- ▶ **Violation reports**
- ▶ **Near miss reports**
- ▶ **Property damage report**
- ▶ **Medical reports**
- ▶ **Monthly HSE Site Report**
- ▶ **Daily weekly monthly safety inspections reports.**
- ▶ **Men working hour's reports.**
- ▶ **Safety training records**
- ▶ **Electrical inspection reports**
- ▶ **Scaffolding inspection report.**
- ▶ **Power tools inspection report.**
- ▶ **Hand tools inspection reports**
- ▶ **Heavy machinery and equipments inspection report.**
- ▶ **Hot work permit**
- ▶ **Confined space entry permit**
- ▶ **Lifting permit**
- ▶ **Night works permit**
- ▶ **Excavation permit.**
- ▶ **Internal memos**
- ▶ **NCR Reports**

Qualification

Graduation

Courses Attended

- | | |
|---|--------------------|
| ▶ Occupational Safety and Health Professional. | (Osha Academy USA) |
| ▶ Occupational Safety and Health Specialist. | (Osha Academy USA) |
| ▶ Occupational Safety and Health Manager. | (Osha Academy USA) |
| ▶ Occupational Safety and Health Supervisor. | (Osha Academy USA) |
| ▶ Occupational Safety and Health Trainer. | (Osha Academy USA) |
| ▶ Safety Committee /Team Member. | (Osha Academy USA) |
| ▶ Safety Committee /Team Leader. | (Osha Academy USA) |
| ▶ Safety Advisor Course from EHS & Nakheel | (Dubai) |
| ▶ National Cadet Course From Pakistan Army. | (Pakistan) |
| ▶ Managing Safety At The Work Place From Australian Institute | (Pakistan) |
| ▶ Computer Course from Fuji Foundation. | (Pakistan) |

Personal Details

Pakistani / Male / Date of Birth 02-06-1981. Married

Language Known

English, Arabic, Urdu, Hindi, Punjabi and little bit Pashto.