Mohd Hairul Azzuan Bin Hassan,

Lot 32, Jln Persiaran Delima 3,

Feldajaya Raja Alias,

72120 Bandar Seri Jempol,

N. Sembilan.

**To whom it may concern**

Dear Sir/Mdm,

**APPLICATION FOR OCCUPATIONAL SAFETY AND HEALTH POSITION (PREFER TO BE BASED IN NEGERI SEMBILAN)**

With reference to the above, I am pleased to submit my application and express my full interest to apply for vacancy for occupational safety and health position. I believe that my experienceand education will make me suit for the position.

2. I have been working in this area for more than three years. I have a thorough knowledge in occupational safety and health field and also have a Bachelor Degree in Health Physics which is major in radiation safety. My organizational and multitasking abilities are advanced.

3.       Together with the cover letter, I attach herewith my resume foryour full consideration. I appreciate your time reviewing myapplication, and it will be a pleasure for me to attend an interviewwith you at your convenient time.

Thank you for your kindness.

Yours sincerely,

(MOHD HAIRUL AZZUAN BIN HASSAN)

012-6576862

mhairulazzuan@gmail.com

**MOHD HAIRUL AZZUAN BIN HASSAN**

Lot. 32,

Jalan Persiaran Delima 3,

Felda Jaya Raja Alias,

72120 Bandar Seri Jempol,

N. Sembilan

Contact no: 012-6576862 (mobile)

E-mail:mhairulazzuan@gmail.com

**PERSONAL INFORMATION**

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| Date of Birth : 8 March 1987 | Marital Status : Married |
| Gender : Male | Place of Birth : Kuantan, Pahang |
| Height : 175 cm | Religion : Islam |
| Weight : 55 kg | Race : Malay |
| Health : Excellent | Nationality : Malaysia |

**Professional Certification/COURSE**

NIOSH Occupational Safety and Health Officer Exam (Passed)

* Occupational Safety and Health Management
* Occupational Safety and Health Legislation
* Occupational Health
* Occupational Safety
* Industrial First Aid

EiMAS Certified Environmental Professional in Scheduled Waste Management

* Scheduled Waste Management.
* Introduction to Scheduled Waste Legislations and Policy
* Scheduled Waste Facilities and Licensing Procedure
* Report Keeping & Reporting Requirement
* Storage, Packaging and Labeling of Scheduled Waste
* Identification, Classification and Properties of Scheduled Waste
* Option for Disposal & Treatment Technology
* Application e-consignment Note

Other courses

* ISO 14001:2004 Internal Auditor Training
* UTM Degree++: ISO 9001:2008 Quality Management System
* UTM Degree++: Safety and Health Environment for Industrial Practice

**EDUCATION BACKGROUND**

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| **Level** | : Bachelor’s Degree |
| **Field of Study** | : Science, Health Physics |
| **Major** | : Radiation Safety |
| **Institute / University** | : UniversitiTeknologi Malaysia |
| **Graduation Date** | : August 2009 |

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| **Level** | : Matriculation |
| **Field of Study** | : Science |
| **Major** | : Physical Science |
| **Institute / University** | : KolejMatrikulasi Pahang |
| **Graduation Date** | : May 2006 |

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| **Level** | : SijilPelajaran Malaysia |
| **School** | : SM Sains Seremban |
| **Graduation Date** | : 2004 |

**Working Experiences**

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| Starken AAC SdnBhd, Rawang, Selangor | |
| Industry | : Construction product manufacturing |
| Year working | : Oct 2013 – Present |
| Position | : Safety and Health Officer |
| Job Specifications | * Report directly to the Factory Managerwith regards to all related to HSE issues. * Enforcing company HSE practices and ensure consistence with approved procedures and regulatory requirements for staff and workers. * Liaise with relevant personnel/authorities as required. |
|  | * To set up Safety, Health and to ensure OSH management System as per OSH Act 1994, FMA Act 1967 and EQA Act 1994. * Consult with subcontractors and obtain information concerning potential hazards that may involve or produced by their activities. |
| Achievement | * Completed registration of new factory and machineries with DOSH and other related authorities. |

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| Saint-Gobain AAC SdnBhd, Seremban, N. Sembilan*(formerly known as CSR Building Materials Sdn. Bhd.)* | |
| Industry | : Construction product manufacturing |
| Year working | : June 2012 – Oct 2013 |
| Position | : Safety and Health Officer |
| Job Specifications | * Report directly to the General Manager with regards to all related to HSE issues * Perform Hazard Identification, Risk Assessment and Risk Control and periodic HSE audit. * Review, implement and enforce HSE rules, regulations and procedures to ensure compliance with ISO 14001 and Saint-Gobain Standard. * Manage site environmental monitoring program and audit conducted by 3rd party. |
| Achievement | * Manage to assist company to achieve certification in ISO 14000 EMS. |

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| MCIS Safety Glass Sdn Bhd, Seremban, N. Sembilan | |
| Industry | : Automotive glass manufacturing |
| Year working | : May 2010 – June 2012 |
| Position | : Safety and Health Officer |
| Job Specifications | * To implement and monitor Occupational Health and Safety Policy, Programs, and Procedures. * Preparing occupational safety and health monthly report * To act as liaison with all related governmental bodies and regulating agencies. * To increase health and safety awareness at all levels within the organization. * Conduct/organise induction and safety training – fire fighting, first aid cases etc. |

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| **Negeri Sembilan Cement Industries, Bahau, N. Sembilan** | |
| Industry | : Cement manufacturing |
| Year working | : November 2009 – March 2010 |
| Position | : Safety and Health Trainee |
| Job Specification | * To ensure safe working methods are practices at all times and promoting HSE consciousness and awareness amongst all their subordinates. * Involve in toolbox meeting, safety talk, HSE committee meeting, safety meeting, walkabout finding and machinery inspection. * To enforce all HSE rules and regulations. * To monitor and make safety surveillance in the work place. |

**Skills**

***Computer Skills***

Excellent in Microsoft Word, good in Excel, Microsoft Power Point, and information search via internet.

***Communication Skills***

Excellent in writing and speaking (Bahasa Melayu), good in writing and speaking (English).

**MISCELLANEOUS**

***Willing to Travel*** : Yes ***Willing to Relocate*** : Yes

***Possess Own Transport*** : Yes ***Driving License*** : B2, D

***Expected Salary*** : RM4800 (negotiable)

***Availability*** : 1 month notice

**References**

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| **Abd Rahman Mat Salleh** | **Arfendi Malik** |
| Safety and Health Officer | QHSE Manger |
| NS Cement Industries Sdn Bhd | MCIS Safety Glass |
| 012-6250927 (mobile) | 016-2602361 (mobile) |