**SAIDANI KARIMA**

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**Kouba**

**Algiers**

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**WORK HISTORY**

2017 till now **Air Transport Supervisor**

**Groupement Timimoune (Sonatrach , Total,Cepsa)**

* Arrange travel and accommodation for employees and company guests(crew change, mission, meetings, events)
* Perform special projects and assignments when necessary
* Research, negotiate, the best fares, and a preferential rate with airlines, car rental companies, and hotels
* Review and ensure the airlines, accommodations invitation to tender include the necessary requirements,
* Act to ensure safe and efficient travel operations, in accordance with organizational policies and guidelines(expat movement,LTMS,)

2015 -2017 **QHSE and Administrative Advisor**

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* Participate to Establish, implement the QMS
* Coordinate the continual improvement of the QMS, by ensuring evidence of the preventive and the corrective actions taken are recorded and reviewed
* Conduct the suppliers audits and evaluation and ensure the finding and the assessment follow up.
* Plan and conduct the internal audit then work on the closure findings.
* Manage all the administrative function especially related with the law and the legal requirements.
* Designated by the CEO as an environmental Advisor for the directorate of the environment in accordance with the existing regulation

2014  **HSE Supervisor**

**Hyundai Engineering LTD.CO**

* Manage on daily basis a Journeys management plan of the convoy going to the rig, perform the safety inspection (personnel, equipment’s, trucks) and ensure the compliance of the HSE and legal requirements.
* Conduct the third party audit
* Conduct a safety inspection of third party workshop and equipment’s prior sending to the rig.

2010-2013 **QHSE and training coordinator (SDS product line)**

**Weatherford Drilling and Intervention**

* Produce different report related to health&safety, environment within the required time frame.
* Monitor and ensure compliance with Company statutory health, safety & environmental rules& regulations
* Ensure the implementation the competency assessments standards and process.

* Manage the unsafe acts campaign
* Conduct QHSE Audits and Inspections
* Assist to implement and maintain certification, Iso 9001,14001,and OSHAS 18001
* managing on-going the Integrated Management System to ensure

Compliance with company standards and the legal requirements.

* Generate CPARS and calculate the price of nonconformance.
* Participate to the achievements of the yearly QHSE objectives , also on closing the external Audits finding
* Manage the unsafe acts campaign
* Assist project’s managers with the client QHSE requirements

2006-2010 **Administrative and logistics Supervisor**

Weatherford Drilling and intervention

* Provide accurate time sheets for the product line employees.
* Perform with consistent accuracy the different monthly report(Back charge, trainings, personnel utilization)
* In charge of the compensation and benefits for locals and expatriates
* Handle multiple projects in the same time on crew change, rental equipments,purchasing,military escort,personnel movement.
* In charge with the expatriate paper work, insurance,salary
* Work with the operations manager on the hiring process( offer letters,candidate evaluation,salary calculation)
* Ensure the HR fonctions for the SDS product line.

2005-2006 **Translator&QHSE Technical assistant**

Weatherford Drilling and intervention

* In charge of the translation of the company rules and regulation as well as the QHSE manuals and trainings materials
* Attend the weekly QHSE meeting with the customer and report the minute to the QHSE manager
* Conduct the hygiene Audit to the catering company in collaboration with the doctor , generate the report accordingly, and follow up to close the findings

2005-2005 **Admin and accounting assistant**

Shlumberger

* Assisting with payable services, receivable, tax, import and export and transit tasks
* Arranges travel and accommodation when events ,customers invitations, meetings

**Education:**

2000-2004 **University of Algiers**

Degree in translation and interpretation ship

**Training:**

2006 **IOSH (institution of occupational health and safety )**

IOSH qualifications on managing safely

2012 **OPITO (Offshore petroleum industry training organization)**

Competency Assessor Qualifications

**2013** **NEBOSH (National examination board in occupational health and safety)**

International general certificate in occupational health and safety

**2015** **CNTPP (Centre national des technologies de productions plus propres)**

1. Environment advisor training
2. Hazardous Material waste Management

2008-2013 **Centre de formation weatherford Drilling and intervention**

**1-**Risk assessment, **2-**internal auditor,**3-** interpersonnel communications skills, **4**- coaching management skills, **5-**train the trainer**, 6-**risk management,7- basic oilfield calculation

**Software, System Skills**:

Microsoft Office: word, excel, power point, outlook

Database management: Oracle (user, super user)

**Languages:**

Fluent English, Arabic and French