CURICULUM VITAE

Name : Ezzat Al-Sayed Al-Kassar

# PERSONAL DATA

Place & date of birth : Muharraq, January 8, 1982

Phone Number : (+973) 36613066

E-mail : E.Alkassar@live.com

Marital Status : Married

Nationality : Bahrain

Hobbies : Reading, movies, sports and computers.

Languages : Arabic & English.

Driving license : Since 1999

**Objectives**

To exploit and implement my expertise and more than seven years of experience and knowledge on Safety, Security, Health, Environment and Quality (Safety & Security) Management and at the same time build up further capabilities and qualifications in the same field.

# Profile Summary

A highly organized, independent, and reliable professional with more than thirteen years of (Safety & Security) experience. Strong problem solving and decision making skills with the ability to develop and implement effective action plans. Committed to detail in doing the job at the first time and in completing projects. Demonstrate good experience in coordination of investigations. Trained First Aider, Fire Fighter, Event Planner, Crowd Controller, Security and Safety Trainer, Problem Solver, Incidents investigator, and Quality Ensurer. A team leader and player, providing motivation and training by example. Pose excellent communication and presentation skills. Computer literate.

# EDUCATIONAL QUALIFICATIONS

|  |  |  |
| --- | --- | --- |
| School | Major | Year |
| E-Riffa Secondary School | Science Section | 1996To 1999 |

# PROFESSIONAL QUALIFICATIONS

|  |  |  |
| --- | --- | --- |
| **Specification** | **Held by** | **Date** |
| Breathing Apparatus & Heart saver First Aid. | American Heart Association | Jan 30, 2011 |
| Fire Fighting Training | General directorate of civil defiance. | Dec, 2 2010 |
| Evacuation officers | General directorate of civil defiance. | Nov, 8 2010 |
| Holmatro rescue tools | Alaa industrial equipment factory | May 29, 2010. |
| Incident investigation | The national safety council. | May 17, 2008 |
| Enterprise development & investment promotion program | United nations industrial development organization | Nov13 to 06 Dec 2011 |
|  |  |  |

# EXPERIENCES

| **Specification** | **POSITION** | **Year** |
| --- | --- | --- |
| Qusanteena Construction Company | Supervisor | 1999 - 2001 |
| Jana Canter | Purchasing Manager | 2001 - 2002 |
| Khiyami Commercial Agency | Sales Manager | 2002 - 2003 |
| Palace Elegancy Furniture | Sales Manager | 2004 - 2005 |
| Bahrain International Circuit | Event Crowd Control (Part Time) | 2006 - 2007 |
| Bahrain International Circuit | Safety & Security Officer (Permanent) | 2007 - 2013 |
| Ministry of Education | Safety & Security Administrator | 2013 -2014 |
| Ministry of Education | Safety & Security(Archive unit Supervisor ) | 2014-2017 |
| Bahrain International Circuit | Safety & Security Officer (Part Time) | 2014–To Date |

# Working Experiences

**Employer : Bahrain international Circuit**

**Position : Safety & Security officer**

**Period : November 2007 To November 2013**

**Duties & Responsibilities:**

* To support BIC Team & Ensure environmental Safety, according to corporate, company and statutory S&S requirements;
* To implement the relevant safety and environment protection policies and procedures by seeking consultation from S&S manager;
* enforcing the observation of all company’s operations, safety, ecology and housekeeping guidelines to maintain a working environment that support Events safety and production activities;
* To Maintain and improve S&S systems, processes and procedures to ensure full compliance with international standards, government regulations and “Responsible Care” standards especially in Occupational Safety aspect in BIC Plant;
* To Implement procedures necessary to ensure the safety and protection of employees, machinery and environment in accordance with the Safety and Environment policies of BIC risk assessment, work permit system, safety meeting, safety inspection, safety short talk, and local regulations, as appropriate;
* To ensure full coverage of S&S scope at all functions on BIC Organization, implement protection against undesired outcomes, losses, or accidents;
* Perform First Aid when necessary;
* Fire Fighting when necessary;
* Planning and holding events, and implementing action plans;
* Security & crowd controlling;
* Safety awareness raising and Training of personnel;
* Implementation of safety procedures on site.
* Issuing of safety notes at regular interval.
* Writing daily, weekly and monthly activities report;
* Coordinating with staff during emergency and critical situation.
* Enforcing BIC regulations and policies and procedures;
* Assisting or providing general information to the BIC organization and visitors.
* Provide helpful general information to the community and in other situations may have to be given to violators of BIC regulations.
* Respond to emergency calls.
* Assist head of safety & security and the assistant head to manage emergencies on site.
* Organize fire safety awareness campaigns & trainings.
* Carrying out incidents investigations;
* Coordinate emergency mock drills
* Carrying out safety &security inspections of business buildings & the complete facilities.
* Coordinate safety & security activities with external security personnel during events.
* Conduct regular patrolling within the BIC premises.

**Employer : Ministry of Education**

**Position : Safety & Security Administrator**

**Period : 2013 To 2014**

* preform first aid when necessary
* firefighting when necessary
* issuing of safety notes
* writing daily, weekly & monthly activities report
* coordinating with staff during emergency & critical situation
* respond to emergency calls
* coordinate emergency mock drills
* carrying out incidents investigations
* reporting to Safety & Security head

**Employer : Ministry of Education**

**Position : Safety & Security Archive unit Supervisor**

**Period : 2014 To 2017**

* head of archive unit S&S department
* coordinating with development & training unit staff during drills

* coordinating with development & training unit staff in all paper works
* preform first aid when necessary
* firefighting when necessary
* issuing of safety notes
* writing daily, weekly & monthly activities report
* coordinating with staff during emergency & critical situation
* coordinating emergency mock drills
* carrying out incidents investigations
* reporting to safety & security head