

PREEDIPRAJ. M
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OBJECTIVE:

In the capacity of Safety Officer, I fore see myself as an effective contributor to any organization in its Endeavour to Safety and Success. I possess the interest, capacity and motivation to play an effective role in the organization.

SUMMARY OF EXPERIENCE:

- 1+ Years of experience as **SAFETY OFFICER.**
- Worked in OHSAS 18001-2007.
- OHS Documentation Activities.
- Safety Workshops & Campaigns.
- OHS Audits & Inspections.
- Managing Team and giving training to new joiners.
- Responsible for overall safety in Construction & Industrial processing activity.
- Periodically survey the safety equipment.
- Login &logout all permit register in database.
- Conducting Emergency Response Plan (**ERP**)
- Conducting Emergency Response Team (**ERT**)
- Conducting evacuation training yearly once.
- Construction & Industrial safety training and the awareness program for the worker in the facility.
- Responsible for allocating concerned person for shift for maintenance.
- Monitoring report on daily basis.
- Arranging the preventive maintains (PM) schedule for the equipment's services for every month.
- Fire alarm system this system is used for general fire awareness involved in testing.
- Ensure wearing of PPE's by all workers and staffs like, helmets, hand gloves, goggles, reflector jackets, safety shoes, full body harness, masks etc.
- Ensure all lifting equipments, tools and tackles are inspected checked.
- Conducting tool box talks.
- Preparing check list, accident reports, Incident Investigation.
- Supervising First aid precaution.
- Daily inspection of crane and scaffolding.

- Preparing Sign Boards & Banners regarding safety.
- Inspections of necessary work permit whenever to being the job.
- Make daily reports regarding safety in the job site.
- Put necessary safety precaution before starting any job.
- Make monthly inspection of major equipment and fire extinguishers etc.
- Conducts daily meeting with labors to ensure all issues to relate to field.

EDUCATION QUALIFICATON:

- B.C.A - Bachelor of Computer Application (Pursuing)
- D.E.C.E - Diploma in Electronic Communication Engineering:
Directorate Of Technical Examination
- Higher Secondary Certificate: Vivekananda Govt. boys Higher Sec. School
- Secondary School Leaving Certificate: Wise man Higher Sec. School

CERTIFICATION:

- Diploma in Industrial Safety (Pursuing)
- Diploma in Fire and Safety TUV Rhineland NIFE
- First Aid completed in ST. JHON AMBULANCE

PROFESSIONAL EXPERIENCE:

- **Organization:** **LENOVO** India Pvt. Ltd.

- **Designation:** Manufacturing Operator
- **Period:** 24.05.2012 to 22.11.2012
- **Organization:** **LENOVO** India Pvt. Ltd.
- **Designation:** **SAFETY OFFICER** (Occupational Health & Safety)
- **Period:** 07.09.2015 to 05.09.2016
- **Organization:** **Mahatma Gandhi Medical College & Research Institute**
- **Designation:** **SAFETY OFFICER** (Fire & Safety Department)
- **Period:** 07.12.2016 to till date



KEY ACTIVITIES:

- Having knowledge related to work permits I'e. Height Work Permit, hot work, excavation work, lifting work.
- Conducted **SOT** (Safety Observation Tour) every month.
- Advising planning and providing of Personal Protective Equipment for techniques' working in hazardous process/Area.
- Fire Extinguisher and their uses, inspection of different types of fire extinguisher I'e. DCP, Co2, Water, Foam.
- Preparing to the employees regained Safety Awareness, Fire Fighting, Personal Protective Equipment, Mock Drill, Fire Drill etc.
- Responsible for House Keeping, Gardening, etc.

RESPONSIBILITIES:

- Responsible for overall safety in Construction & Industrial processing activity.
- Periodically survey the safety equipment.
- Login & Logout all permit register in data base.
- Conductive the safety training and the awareness program for the worker in the facility.
- Ensure all the lifting equipment, tools and tackles are inspected and checked.
- Conducting tool box talks.
- Preparing Sing Boards& Banners regarding safety.
- Inspection for necessary work permit whenever to begin the job.
- Conducts daily meeting with labor to ensure all issues to relate to field.

ACHIEVEMENTS:

- **Best performer** appraisal in the year of 2016 in **LENOVO**
- Appreciation for **5S** implementation
- **"Safety Park"** Creation at Lenovo Premises
- **"ERT"** member
- Updating **Exercise @ Workplace** 5.0 to 6.0

PASSPORT DETAILS:

- Passport No.: K7221071
- Date of Issue: 21/12/2012
- Date of Expiry: 20/12/2022
- Place of Issue: CHENNAI

PERSONAL SKILLS & TRAITS:

- Can lead a group with a focus.
- Dedicated to work.
- Ability to learn from mistakes.

PERSONAL INFORMATION:

Father's Name	: S. Munisamy
Date of Birth	: 28.01.1991
Religion	: Hindu
Nationality	: Indian
Marital Status	: Single
Language Known	: English/Tamil
Indian driving license no.	: PY01 20120008057

DECLARATION:

I hereby declare that the information furnished above is true to the best of my knowledge and belief.

Date:

Place: **PUDUCHERRY**

(PREEDIPRAJ.M)