



SULAIMAN SALIM AL SHARJI

HEAD OF HSE | HSE MANAGER POSITION

CONTACT DETAILS



Muscat, Sultanate of Oman



Tel. No.: + (968) 92718981



Bom-sh@hotmail.com

To:

HIRING MANAGER

Sultanate of Oman

From:

SULAIMAN AL SHARJI

Head of HSE | HSE Manager
Position

PROFESSIONAL SUMMARY

An accomplished, results orientated, A professional and highly effective HSE Manager with more than 12 years of experience in oil and Gas Industry, specialised in HSE Management, Safety Audits, Process safety management & Facility Management for maintaining sound environmental and safety conditions. Seeking for a **Head of HSE | HSE Manager** Position in your esteemed organisation. Deft at analyzing the causes, reducing the accidents, raising the awareness among the employees towards the maintenance of safe working conditions. In-depth understanding of various safety methods along with proven abilities in coordinating and leading variety of people and projects with an ability to develop strategic plans. Adept at identifying hazards at the workplace, routine inspections, training, policy documentation, safety procedures, data and investigations into accidents, injuries & unsafe conditions.

COVER LETTER

Dear **Hiring Manager**,

As an ambitious Professional level, it is my mission to team with a firm that shares my dedication to growth and advancement, so it is with great enthusiasm that I forward my application for a position of **Head of HSE | HSE Manager** in your esteemed organisation.

Holding a bachelor's degree in occupational health & Safety and I have more than 12 years of experience working as QHSE Manager in Oil and Gas Industry. I am certain that I have gained the right experience and skills needed to advance my career and I would like to put my training to good use by obtaining this position with your esteemed organisation.

Experienced in leading HSE operations to analyze causes to reduce accidents and increase awareness among employees for maintenance of safe working conditions. Relevant knowledge of Environment Compliance, Environment Laws & Policies. Proactive in reducing the rejection levels and reworking through a continuous up gradation of quality circles to observe better compliance in line with a change in requirements.

Team leader with strong communication, decision making and organizational skills. Possess strong abilities in coaching and mentoring the team to prepare them to assist the organization in developing programs that address HSE issues and risks.

Thank you for taking the time to review my credentials qualification, skills, experience and abilities

Sincerely yours,

Sulaiman Salim Sulaieem Al Sharji

Enclosures: Resume, References



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KEY SKILLS

- Excellent communication
- Teamwork & Collaboration
- Interpersonal Relationship
- Problem solving abilities
- Strong Leadership
- Accountable
- Identifying occupational threat
- Guidance & Facilitation
- Ability to monitor Compliances
- Conduct HSE Presentations
- Training in incident prevention
- Conduct incident investigation
- Identify underlying causes
- Conduct HSE inspections
- Conduct HSE audits
- Time Management

COMPUTER SKILLS

Microsoft Office

- Word
- Excel
- PowerPoint
- Outlook
- Auto-CAD

Willing to learn new software

EDUCATION

- Bachelor degree in Health, Safety and Environmental Management in International College of Engineering and Management, Sultanate of Oman, Jun 2021.
- Diploma degree in Occupational Health & Safety, Al-Rusayal institute LLC, Sultanate of Oman, 2008-2009

ACHIEVMENT HIGHLIGHTS

- 12+ years of experience in HSE Management in different industries
- Successfully passed an assessment in Highfields Level international award in delivering training (Train the Trainer)
- Holding NEBOSH IGC international general certificate, Feb 2018
- Completed IOSH (MS) in Fire Safety Engineering College Oman 2011
- Expert in reviewing the Business Performance with PDO
- Strategic Business Partner in reviewing HSE Performance with top management
- Chairperson for the monthly HSE Meeting for Black Gold and Biyaq Oilfield Services
- Good in setting-up HSE Management system (HSEMS) including formulation of plan, program, objectives, targets, action plan, procedures etc.
- Knowledgeable in HSE local Law and Regulations related to the HSE
- Expert in implementing Safety, Health and Environment requirements through Risk Assessments and Job Hazard Analysis in enhancing project improvement
- Expert in handling HSE Training courses such as STOP Training for Line Managers
- Skilled in HSE Audits, corrective action plans and follow-up

AREAS OF EXPERTISE

Project Management | Rig Operations | HSE Plan | HSE Controls | HSE Laws & Regulations | HSE Competencies | Empowerment to Stop work | HSE management system | ISO 14001: 2015, ISO 45001:2018 | Corporate & Client HSE Programs | Safety precautions | HSE Meetings | Health Surveillance | Site internal audit | site safety inspections | hazard hunts | Job Safety Analysis | Risk assessment | Site walk around | tool-box talks | weekly safety meeting | incident investigation | learning implementation | close out of NCAs | execution of Emergency Response Plan drills | HSE targets | Toolbox Talk | safety critical equipment | HSE records | HSE training compliance | In-house Training | Permit-To-Work | Journey Management system | Daily HSE reports | Kaizen Program

PROFESSIONAL EXPERIENCE

HEAD OF HSE (4+ months)

MAR 2022-CURRENT

BLACK GOLD INTEGRATED SOLUTIONS CO. & BIYAQ OILFIELD SERVICES CO.

Summary:

Joined as a Head of HSE for both companies, leading 3 projects PDO, MEDCO and Haliburton Project. Oversee Responsible for overseeing the implementation, monitoring and coordination of Project HSE Management System in line with Black Gold and Biyaq Oilfield Services companies' QHSE Management System.



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LANGUAGES

Arabic
English



HOBBIES AND INTERESTS

- Reading
- Traveling
- Sports

PROFESSIONAL EXPERIENCE (continued)

Key Contribution:

- Ensures the effectiveness of implementation of the HSE Management Plan
- Adhering all employees to company HSEMS & local legislation
- Conduct and review all the Assessment required by the legislation
- Recommend control measures & advice on the standard of PPE issued to employees
- Conduct health and safety inspections and prepare a reports accordingly
- Carry-out investigation into all accidents and near-miss incidents
- Responsible for the implementation and monitoring of ISO 14001: 2015, ISO 45001:2018
- Support the HSE Advisors with all HSE related concerns
- Ensure monthly HSE metrics is uploaded in PDO portal
- Assist in the development of project specific HSE procedures such as Lifting Plan, Installation Plan, Spill Response Plan
- Verify the HSE competencies for the personnel and seek for improvements

QHSE MANAGER (1- year)

FEB 2021-FEB 2022

PEWETE EVO SERVICES COMPANY, OMAN

Summary:

Appointed as QHSE Manager, to oversee and leading the entire QHSE Department, ensuring that Safe operations all the times and keep up to date the competency levels to all employees and adherence to the company HSE policies.

Key Contribution:

- Ensured the deployment, implementation and improvement of the QMS and SMS at the Affiliate Organization in line with the QHSE management principles stated in the QHSE Policy.
- Promoted QHSE achievement and performance improvement, in charge of the HSE alert sharing and implementation.
- Drafted the QHSE procedures, risk assessments, HSSE conventions, bridging and interface document, HSE plan, emergency response plans.
- Ensured the application of annual Corporate QHSE Plans and develops the compliant and corresponding Affiliate annual QHSE Plan.
- Delivered the QHSE trainings according to the local legislation to maintain high-level competence and to avoid incidents and risks.
- Managed maps and optimizes the Organization processes and ensures its interfaces with the respective corporate processes.
- Kept updated the QHSE records (training matrix and registers, reports, inspections, PPE receipts, medical checks, non-conformity reports, etc.).
- Managed the Audits and Inspections Program, applies and ensures compliance to the Audit Protocol and manages the certification processes
- Ensured that the QHSE policy and the rules given are implemented.
- Collected, managed and published on the company portal all QHSE Reports

HSE ADVISOR (1+ year)

JUL 2019-JAN 2021

BIYAQ OIL SERVICE COMPANY, OMAN

Summary:

Worked as an HSE Advisor, in Project drilling Operation with Medco Client. My key essential responsibilities are to make sure site rig operations is safely.



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PROFESSIONAL EXPERIENCE (continued)

Summary:

- Enhanced the implementation of company HSE management system
- Successfully projecting Safety performance indicators to management, Client & contractor's management.
- Monitored potential workplace safety hazards through inspections & training
- Regularly checked necessary safety precautions are followed and participate in site audits, inspections and hazard hunts
- Carried-out regular inspection of lifting tackles, fire extinguishers & equipment
- Verified all the lists i.e. First aiders, vehicles, PTW holders are updated.
- Self-verification of Road Safety Standard Compliance, Lifting & Hoisting system and Update Lifting register.
- Conducted Emergency Response Drills
- Developed new JSA / Risk Assessment Update existing JSA with rig team
- Participated in tool-box talks & HSE weekly safety meeting
- Performed incident investigation as and when require

HSE ADVISOR (5+ year)

JUN 2014-JUN 2019

SEEH ALSARYA ENGINEERING COMPANY, OMAN

HSE ADVISOR (1+ year)

SEP 2013-MAY 2014

TOCO CONSTRUCTION COMPANY. PIPE LINE WORK FOR OXY SAFA, OMAN

HSE ADVISOR (1+ year)

DEC 2012-SEP 2013

SAROOJ CONSTRUCTION COMPANY. DRILLING & EARTH WORK, OXY, OMAN

HSE OFFICER (2+ years)

JUL 2010-DEC 2012

STRABAG OMAN COMPANY, OMAN

HSE OFFICER (1+ year)

MAY 2009-JUN 2010

LARSEN AND TOURBO OMAN COMPANY

TRAINING COURSES

- HSE Orientation Training, Dec 2014
- H2S & SO2 Awareness and Escape, Feb 2019
- Breathing Apparatus Training, Feb 2020
- Safe lifting operation course date 21/08/2014
- Basic firefighting course date 20/08/2014
- Authorized gas tester course date 26/05/2014
- PTW trained, HSE advisor, Sarooj Company L.L.C course date 11/01/2013
- OXY H2s Awareness & Escape Entry, Sarooj Company, Dec 2012
- Completion of Fire and Electrical course on 14th of July 2011.
- Completion of Medical First aid course on 15th of July 2011.
- Completion of Regulation of OSH Ministerial decision 286/2008, 2010.
- ISO 14001: 2015 & ISO 45001:2018

REFERENCES

Available upon request