



# KHAWAJA MUHAMMAD

## HSE Advisor

### (NEBOSH, IOSH & OSHACADEMY)

(Valid Driving Licence)



#### PROFESSION

HSE Advisor/HSE COORDINATOR

#### PROFESSIONAL CERTIFICATION

- ✓ NEBOSH
- ✓ IOSH
- ✓ OSHA
- ✓ HSE Orientation (PDO)
- ✓ Entry Permit to PDO (O-2293)
- ✓ H2S/SO2 Awareness (PDO)
- ✓ Fire safety Inspection (ILO)
- ✓ Emergency action plan (ILO)
- ✓ ISO 45001:2018
- ✓ ISO 9001:2015
- ✓ ISO 14001:2015 (EMS)
- ✓ Internal Audit Awareness
- ✓ First Aid
- ✓ MCSA - Microsoft Certified
- ✓ CCNA - Cisco Certified
- ✓ Accident Investigation (Oregon OSHA)

#### MEMBERSHIP

- ✓ IOSH level II
- ✓ Knight Safety
- ✓ OTI L.L.C
- ✓ Oregon Osha
- ✓ Member of Microsoft

#### SKILLS /STRENGTHS

- ✓ Accurate and keen to details
- ✓ Independent and team player
- ✓ Operational and Leadership Skills
- ✓ Personnel and Customer Communication Skills
- ✓ Flexible and Adaptable in approach
- ✓ Generate and communicate new ideas
- ✓ Possess problem-solving and analytical skills.
- ✓ Deep Computer Skills

#### LANGUAGES

- ☞ English
- ☞ Hindi
- ☞ Urdu
- ☞ Arabic

#### OBJECTIVE:

To seek a position in HSE field where I can contribute my knowledge and skills in a company to enable it to achieve its own objective and to take on new challenges, enhance my capabilities and work with a great team.

#### SUMMARY:

Responsible to provide advice on measures to minimize hazards or unhealthy situations. Occupational Safety and Health Officers coordinate an enterprise's safety and health program and provide advice on accident prevention and occupational health to all levels of management and employees. The goal is to establish a safe workplace according to legal standards and foster a culture of attention to health and safety.

#### PROFESSIONAL EXPERIENCE:

##### HSE Advisor

(Reporting to QHSE manager)  
*Hamdan Trading Group – Oman*  
*Jun 2017 to present.*

##### Role Accountabilities:

- ☞ Carry out safety audits on Sub-contractors and Liaises between Clients on safety related issues
- ☞ Preparation of Health and Safety documentation for new tenders
- ☞ Support the development of OHS policies and programs
- ☞ Manage Online Meeting with Contractors, Customers and Managements.
- ☞ Ensuring all staff meet safety requirement of customers.
- ☞ Produce annual HSE plan and provide the required reporting.
- ☞ Maintain a database of all training record, HSE Activities, Corrective Actions & Follow-ups, PPE etc., monitor & update
- ☞ Review existing policies and measures and update according to legislation
- ☞ Implementation of HSE Plan and its compliance with maintenance of essential documentation
- ☞ Inspect and test machinery and equipment to ensure they reach safety regulation standards
- ☞ Ensuring safety equipment are available and issues as required
- ☞ Represent the company on HSE matters at meetings with customers and others.
- ☞ Safe handling of Chemicals & Hazardous Materials.
- ☞ Follow Waste Management Procedures to minimize pollution and Environmental impact.
- ☞ Identify Health Hazards and carry out Health Risk Assessment.
- ☞ Conduct HSE Audits, Inspections and follow-up.
- ☞ Communicate Management Policies and Commitment.
- ☞ Incident Notification, Investigation, Reporting and Follow-up Procedures.
- ☞ Authorize, control and regulate all mandatory and allied HSE Specifications. Preparation, presentation of all incidents to Management

#### **OPERATING Systems & Applications.**

- ✓ Team, Zoom, Webex, & Zoho Meeting
- ✓ Microsoft Office
- ✓ Wonder share & Soda PDF editor
- ✓ Microsoft windows server 2012
- ✓ Microsoft windows server 2016
- ✓ Windows 7
- ✓ Windows 8.1
- ✓ Windows 10
- ✓ Windows Vista
- ✓ Mac OS X
- ✓ Ubuntu
- ✓ Adobe photoshop
- ✓ Ulead & Corel Video Studio

#### **EDUCATION**

- ✓ Intermediate FA 2011
- ✓ Secodry SSC 2008

#### **Date of Birth**

- ✓ 05 August 1993

#### **STATUS**

- ✓ Married

#### **PASSPORT NUMBER**

- ✓ YY0157002

#### **NATIONALITY**

- ✓ Pakistani

#### **ADDRESS**

- ✓ Muscat Sultanat of OMAN

#### **CONTACT NUMBER**

- ✓ +968 95549396
- ✓ +92 301 5180818

#### **EMAIL ADDRESS**

- ✓ [Khawaja.mohd@gmail.com](mailto:Khawaja.mohd@gmail.com)
- ✓ [HSE.teamadvisor@gmail.com](mailto:HSE.teamadvisor@gmail.com)

#### **HSE OFFICER**

Reporting to HSE Manager  
Rana Construction Company-Peshawer  
Feb 2016 to May 2017

##### **Role Accountabilities:**

- ☞ Advise and instruct on various safety-related topics
- ☞ Stop any unsafe acts or processes that seem dangerous or unhealthy.
- ☞ Ensure Safe operation of Staff & Equipment
- ☞ Advising management and staff on HSE matters.
- ☞ Conduct risk assessment and enforce preventative measures.
- ☞ Carry out incident investigation and reporting as required.
- ☞ Identify Hazards, unsafe acts / conditions and measures to control.
- ☞ Analyse Hazards and carry out Risk Assessment.
- ☞ Keep up-date with new Environmental Conservation requirements.
- ☞ All mandatory training compliance for personnel on jobs.
- ☞ Promotion of Health, Safety and Environmental Protection Culture.
- ☞ Initiate and organize OHS training of employees and executives.
- ☞ Implement and monitor Occupational Health Management Guidelines & Procedures.

##### **MONITORING:**

- ☞ Inspect and report on HSE awareness and capability of each department.
- ☞ Ensure all HSE information on display within workplaces is accurate to the job being undertaken and current.
- ☞ Observation of working conditions and staff behaviour;
- ☞ Carryout daily inspections within the workplace to include vehicles, static equipment, PPE and
- ☞ Risk assessments in place.
- ☞ Carryout proactive/active/reactive monitoring to ensure continual improvement
- ☞ Review Policies and Procedures and where necessary request amendments to be implemented.
- ☞ Carry out a monthly performance review against the HSE Plan Targets and Objectives.
- ☞ Carryout internal Audits.

##### **Team Management:**

- ☞ Creating and sustaining a dynamic environment that fosters development opportunities and motivates high performance amongst Team members.
- ☞ Leading, mentoring & monitoring the performance of the team members to ensure efficiency in process operations and meeting of individual & group targets.