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| **Profile**  I am a professional, enthusiastic, hard-working and self-motivated individual. I have excellent verbal and written communication skills and am able to relate to a wide range of people. I enjoy being part of a team as well as managing, motivating and training, a successful and productive team. I thrive in highly pressurized & challenging environments. I have gained extensive knowledge and work experience in the HSE field and am looking for a challenging position within a reputable organization such as PDO.  **Contact**  PHONE:  993588022  EMAIL:  mohammedsaif@live.com  **LANGUAGES**  English: Reading & Writing  Arabic: Reading & Writing  **reference**  Upon request. |  | MOHAMMED AL MASKARI  HSE Advisor  **WORK EXPERIENCE**  **Global Computer Services Health and safety Lead**  2016–currently  Onsite HSE Advisor for PDO, below are the day-to-day responsibilities:   * Responsible to conduct Toolbox meetings, ensures all operational teams attend the meeting, all points are discussed and highlighted relating to work. Discuss incidents/accidents, LTI. Remind staff of LSR . Demonstrate leadership and target goal zero by (no harm to people, assets or environment). Encourage staff to have safety culture at work. * This is to inform and update all staff on the safety requirements. * Inspect the work environments to ensure the workplace meets the various safety requirements. * Ensure monthly inspections of company vehicles and tools are carried out, to meet service level agreements * Monitor Live vehicle movement through IVMS tracking system making sure they are no violation reports. * Visit PDO Corporate Road Safety advisors MSE74 for any update’s inquiry & any doubts regarding Road safety and IVMS. * Follow up on any deficiencies noted during inspections and ensure that they are corrected. * Participate and attend HSE Quarterly meetings * Attend HSE Contractors meeting for PDO * Attend PDO HSE workshop * Responsible to Record and Maintain PDO Departmental HSE Data Bulletins, with the following:   + Submit Man hours to track records of company workforce, workplace, vehicles and violations.   + Maintain HSE Training Matrix to track employee competency levels   + Manage meeting minutes to follow up on issues raised and resolve for close out.   + Maintain a record of staff HSE development and send staff for training.   + Record HSE audits (WIPRO/PDO audits) to highlight and follow-up areas for actions to improve and comply.   + Record HSE IVMS data to track vehicle movement and violations.   + Oversee and monitor site inspections (Vehicle and Tools) to ensure PDO HSE standards are maintained.   + Monitor performance of project team.   + Record Supervisor reports on teams’ performances   + Record Medical Reports ensure fitness and wellbeing of staff in the Exploration &Production work environment   + Record kilometers driven * Accountable to Track Vehicle movements as Journey Manager * Manage, arrange and conduct HSE trainings and awareness sessions for staff:   + Defensive Driving Training   + Journey Management Course   + Ergonomics Awareness session * Review and certify all staff medical reports to ensure they are fit to work and follow up with doctors where appropriate. * Make sure to take challenges even if it requires going out of my way by working extra hours or working on weekends away from family. * Take responsibility for my own personal and professional development and training   **United Engineering Project Mukiznah Oxy Health and safety advisor**  2014–2016   * Promote a positive image of Safety and road safety. * Inspect the department to ensure the workplace meets the various safety requirements. * Ensure that monthly inspection of Fire Extinguishers, Exit Lights and Emergency Lighting, are carried out. * Conduct random drugs and alcohol test’s. * Attend OXY HSE weekly meetings. * Take part of the investigation in the accident scene by examine and interviewing the drivers and witness. * Random vehicle inspection. * Accompany staff from the Department of Environmental Health and Safety, Joint Health and Safety Committees, and external agencies during workplace inspections. * Conduct a weekly HSE meeting to inform and update workers of safety requirements. * Follow up on any deficiencies noted during inspections and ensure that they are corrected. * Ensure all staff receive the information with respect to: * Fire Safety. * Chemical Safety. * Radiation Safety. * First Aid Training. * Maintain Departmental Safety Bulletin Board. * Conduct random fire drills.   **Sheida International Trainer / Examiner**  2011–2014   * Carrying out assessments of knowledge of safety procedures and safe footwear * Assessing and examining candidates driving skills. * Examination e.g. eye test , pre-trip inspections , asking flowers rules , etc * Coordination between PDO and other Oil Companies (HR & dHSE department) with Sheida for the training of their staff * Training oil field and other organizations like Oredeoo , bank Muscat employees in Health & Safety and defensive driving on fields. * Assisting in Dealing with cashing and invoices of staff during registration for training. * Key person in incident & accident investigation   **British Council / Customer service**  2008–2011   * Informing and advising customers on courses available. * Enrolling new trainees for courses * Organizing and invigilating examinations * Communicating and answering queries online and via telephone * Maintaining soft and hard copies of records and student results * Dealing with all IT related problems and maintenance. * Dealing with payments, accounts and invoices. * British Council representative at various educational exhibitions   **Nawras (Oredoo) / Customer service**  2006–2008   * Resolving customers technical problems and billing issues * Recording customer’s complaints and reporting to the relevant departments. * Taking part in company campaigns to promote new projects and services   **Oman Rally/Organizer**  2005–2005  Organized and overlooked the Oman Rally events in Oman Race safety team worker.  **QUALIFICATIONS &EDUCATION LANGUAGE TRAINING**   |  |  |  | | --- | --- | --- | | COURSE TAKEN | INSTITUTE | YEAR ACHIEVED | | Ihtimam | PDO training department | 2019 | | Quality Management: Bureau Veritas ISO 9001 | Gemstech International Institute | 2016 | | Quality Management: Ohsas 14001 | Gemstech International Institute | 2016 | | Quality Management: ISO 18001 (*Awareness)* | Veritas-Gemstech International Institute | 2016 | | OSHA | OSHA international Institute | 2015 | | IOSH | National Training Institute | 2010 | | NEBOSH | Occupational Training Institute | 2013  In-progress | | ROSPA Road Safety (gold awards) | ROSPA Institute (block course taken in Oman) | 2011 | | IELTS | British Council | 2011 | | Institution of Occupational Safety and Health (IOSH) | National Training institute | 2010 | | Implementations &supporting windows XP professional &  Managing & maintaining a Microsoft windows Server 2003 Environment | National Training institute | 2006 | | Managing website building program | Toronto international school (Canada ) | 2000 |     **SKILLS** |

