

Sobia Naeem [BS, Environmental Sciences]

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EDUCATION

University of the Punjab, Lahore (CEES)
M.Phil. Environmental Sciences

Session: 2018-2020
(In Progress)

University of the Punjab, Lahore (CEES)
BS. Environmental Sciences

Session: 2014-2018

EXPERIENCE

1. Descon Engineering Limited Sep 2019 – Jan 2020
HSE Trainee at Maintenance Division

- Monthly HSE Report.
- Conduct TBT & make staff aware about environment & safety.
- Make HSE Flyer & bulletin for HSE awareness campaign.
- Check Incident alert and incident notification of maintenance projects.
- Brief info on ATR & IATR Reports.
- Risk & Compliance Department:**
- Making gap analysis of Descon's SOP's with OSHA guidelines & reporting.
- Auditing procedures. Incident investigation & SCAT to find the root cause.
- Brief Introduction on BS OHSAS 18001 & application on construction sites.
- Hazard Identification & control measures.
- Introduction to Risk Assessment Matrix, Job safety Analysis (JSA), Material safety Data Sheets (MSD's) for chemical handling.
- Key Performance Indicator (KPI's) & their reporting.

2. Packages Limited Apr - May 2019
EHS Internee at QA Lab

- Brief introduction on ISO 22000 food safety management system (FSMS).
- Importance of Hazard analysis critical control point (HACCP) in food industry.
- Risk Analysis of Quality Assurance lab.
- Competence Skill Matrix & assurance management of operators at ROTO Printing Line.

3. Environmental Protection Department Jul – Aug 2017

- Monitor & review EIA/IEE reports (Orange Line Metro & Lahore Knowledge Park)
- Client's response on the EIA/IEE report sent by EPD Punjab for construction projects.
- Testing waste water quality (Test performed: COD, BOD, TDS, TSS & pH)
- Check monitoring reports of different industries either they comply with Pakistan Environmental Quality Standards or not.

4. WWF for Nature Pakistan, Lahore Jun – Jul 2016

- Studied recycling & animal conservation methods.
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SOFT SKILLS:

- Microsoft Word. Microsoft Excel, SPSS, PowerPoint, GIS.