



## **CURRICULUM VITAE**

**BARKAT HUSSAIN**

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JOB APPLIED FOR: HSE Coordinator-Admin

(Transferable Iqama + 07 Years of Experience)

### **OBJECTIVE**

An energetic HSE Officer-Admin-coordinator with thorough knowledge about Construction Safety who stays consistent with safety standards to build good relations and resolve complex issues related to Health and Safety. Working closely with field management to maintain safety, and staying up to date on all safety requirements. Fluent English both reading and writing.

Seeking a career with an organization to:

- Work in Modern and challenging environment with emerging methodologies.
- Learn from Experience gained and use the acquired knowledge in order to excel.
- To work towards zero accidents to attain organization's goal.

### **PROFFESIONAL QUALIFICATIONS**

- **3-Year Diploma in Health Safety and Environmental Engineering.**  
Skills Testing Association (STA), Government of Punjab, Pakistan
- **NEBOSH – International General Certificate**  
(National Examination board in Occupational Safety & health – UK)
- **IOSH-Managing Safely**  
Institution of Occupational Safety & Health-UK
- **1-Year Diploma in AutoCAD (2D & 3D)**  
INSPIRE Institution of Technologies, Trainings & Consultancy

### **ACADEMIC QUALIFICATIONS**

- **Bachelor Degree**  
From University of Sargodha, Pakistan
- **ICS - Higher Secondary School Certificate (HSSC)**  
From Federal Board of Intermediate and Secondary Education, Islamabad, Pakistan.

### **PROFESSIONAL SKILLS**

- Organizational skills.
- Data and analytical abilities.
- Attention to detail.
- Problem-solving.
- Responsibility and professionalism.
- Fluent English.

## SOFT SKILLS

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- Aconex
- **MS Office** (Word, Excel Proficient typing skills)
- **MS PowerPoint** (Presentations)
- **COMPUTER:** Hardware, Software and CCTV
- **Designing:** Adobe Photoshop, PSD to HTML.

## WORK EXPERIENCE

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**Company:** Shibh Al Jazira Co. Ltd. (SAJCO), NEOM, Saudi Arabia.  
**Duration:** January 2024 to *Present*.  
**Designation:** HSE COORDINATOR/ADMIN  
**Project:** WO-38, Construction of Temporary Truck Service Centre Access Road & U-Turn  
**Client:** NEOM  
**Consultant:** Bechtel

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**Company:** Saudi Arabian BAYTUR, Makkah, Saudi Arabia.  
**Duration:** March 2023 to December 2023.  
**Designation:** HSE ADMIN  
**Project:** MASAR Project, Makkah, Saudi Arabia  
**Client:** Umm Al Qura  
**Consultant:** DAR Engineering

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**Company:** Arwaf Const. Co., Al Bukayriyah, Al Qassim, Saudi Arabia.  
**Duration:** February 2018 to January 2023  
**Designation:** Safety Officer  
**Project:** Pre-Cast Bridge Al-Raas Al-Qassim, KSA

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**Company:** MS. I-WATCHERS Construction Pvt. Limited – Pakistan.  
**Duration:** January 2016 to February 2018  
**Designation:** Safety Officer  
**Site:** F11 Markaz Development Project Islamabad, PAK  
**Client:** Capital Development Authority (CDA), Islamabad.

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## SAFETY COORDINATOR - DUTIES & RESPONSIBILITIES

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- Helped develop, update, and maintain health, safety, and environmental policies and procedures.
- Ensured that these policies align with organizational goals and legal requirements.
- Assisted in conducting risk assessments and identifying potential hazards in the workplace.
- Collaborated with the HSE Manager to develop strategies for mitigating risks.
- Organized and delivered safety training sessions for employees, contractors, and visitors.
- Ensured that all personnel are aware of safety protocols and procedures.
- Recorded and reported workplace incidents, accidents, and near-misses.
- Participated in investigations to identify root causes and contribute to the development of corrective actions.
- Monitored compliance with health, safety, and environmental regulations and internal policies.
- Reported non-compliance issues to the HSE Manager and suggest corrective measures.
- Carried out regular safety inspections of the workplace, equipment, and processes.
- Documented findings and report any safety concerns to the relevant parties.
- Assisted in the development and maintenance of emergency response plans.
- Participated in emergency drills and help ensure that employees are prepared for various scenarios.

- Supported the organization's environmental initiatives, such as waste management and pollution control.
- Encouraged sustainable practices and ensure compliance with environmental regulations.
- Kept detailed records of safety inspections, incident reports, training sessions, and compliance audits.
- Ensured that all documentation is up to date and accessible for review.
- Assisted in internal and external safety audits, ensuring that all areas of the organization are reviewed for compliance.
- Helped prepare for audits by gathering necessary documentation and supporting materials.
- Encouraged a culture of safety within the organization by promoting safe practices and behaviors.
- Supported initiatives that raise awareness about the importance of health, safety, and environmental protection.
- Worked closely with various departments to ensure that HSE policies are integrated into all aspects of operations.
- Provided HSE support to teams and projects as needed.
- Identified areas for improvement in HSE practices and suggest changes or updates.
- Stayed informed about industry best practices and emerging trends in health, safety, and environmental management.
- Communicated HSE-related information to employees, contractors, and other stakeholders.
- Acted as a point of contact for HSE queries and concerns within the organization.

### **SAFETY ADMIN - DUTIES & RESPONSIBILITIES**

- Provided administrative support with relevant organizational policies and practices.
- Provided general administrative assistance to the team including filing, data entry, typing, assisting with communications and paperwork, managing diaries, and scheduling meetings.
- Maintained Accurate daily, weekly, and monthly records, like Incident data, Inspection checklists, Maintenance checklists, PPE issuance, other training records, etc.
- Created and maintained all the documents like daily, weekly, monthly checklists, etc., by assigning a unique document control number.
- Provided weekly summary reports of onsite HSE issues and activities including HSE documentation; risk assessments, toolbox talks produced, etc.
- Achieved agreed personal targets and assisted the Line Manager to achieve team targets.
- Distributed Information on Safety to all Staff.
- Designed signages and campaign posters for the site activities.
- Immediately reported problems/failures that may impact the organization and/or its clients/customers to the Line Manager.
- Met my targets and contributed to those of the team.
- Contributed towards the efficient running of the team.
- Reviewed and Analyzed Site Observations submitted by Site HSE Staff.
- Distributed Information on Safety to all Staff.
- Responsibly used resources and controlled expenses.
- Adhered to all organization policies and procedures
- Interacted and co-operated with all members of the organization, its suppliers, and clients/customers as directed by the line manager.
- Assisted HSE trainers in making training material like MS PowerPoint presentations and tests.
- Wrote minutes of meetings for all the meetings as directed by the Line manager and team and circulated to the team members for review and records.
- Regularly communicated with other project admins to obtain data, like method statements, external minutes of meetings, etc.
- Expert in MS Office, specifically MS Word and Excel applications.

### **SAFETY OFFICER - DUTIES & RESPONSIBILITIES**

- Ensured that the Permit System was being implemented and work had been performed as per specified in the Permit.
- Enforced workers to follow strict Safety rules and regulations.
- Gave awareness to workers about how PPE protects them.

- Identified site hazards, non-conformances, and corrective and preventive actions and brought them to the immediate attention of site supervision (and record).
- Closely monitored high-risk activities; confined space entry, lifting activities like movement of abnormal loads, etc.
- Closely monitored the working at height activities.
- Constantly inspected the site for the purpose of discovering hazardous conditions and unsafe practices and exerted to correct the same before they can cause accidents.
- Conducted Tool Box Meetings with Workers.
- Focused on hot work areas if they've been provided with a fire watch and the area is properly covered with a fire blanket.
- Barricaded all the excavated areas.
- Reported to the site management in case of critically unsafe conditions.
- Regularly checked both Power and hand tools for maintaining good condition.
- Monitored Scaffold assembling, structure erecting, and dismantling, and, that they were properly tagged and in a safe condition
- Discussed with concerned authorities for safety requirements and arrangements at the site.

## **PERSONAL PROFILE**

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**Father's Name:** Ishtiaq Hussain

**Birth Date:** 16-08-1988

**Gender:** Male

**Nationality:** Pakistan

**Passport no:** JY6909773

**Visa Status:** Valid Transferrable Iqama

**Marital Status:** Married

**Languages Known:** English (Fluent Speaking and Writing), Urdu

**Address:** NEOM, Tabuk Region, Saudi Arabia

### **Declaration**

I, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

**(Barkat Hussain)**

**Place:** NEOM