

Bilal Khadim Kiani



Profile Summery

Experienced HSE Trainer with a proven track record of delivering effective health, safety, and environmental training programs across diverse industries. Skilled in developing training materials, conducting inductions, and ensuring compliance with international standards (NEBOSH, IOSH, OSHA). Strong ability to engage participants, promote safe working practices, and support organizations in achieving a strong safety culture.

Professional Qualification:

- NEBOSH IGC
- OSHA 48 Hours Occupational Safety & Health Manger.
- Risk assessment awareness
- Scaffolding Awareness
- Lifting operation awareness
- Lockout / Tagout awareness
- Confined space safety awareness
- Fire safety awareness
- First aid at workplace awareness
- Permit to work awareness
- Personal Protect Equipment Awareness

Education:

Qualification: Matriculation
School: Mirpur Board of Azad Jammu & Kashmir, Pakistan

Qualification: Diploma in Associate Engineering
Institute: Swedish institute of Technology

Soft skills:

- MS, WORD,
- MS EXCEL,
- PowerPoint
- Auto cad (2d,3d)

EMPLOYMENT RECORD

Position: HSE Trainer
Employer: Saudi Constructioneers Ltd (supplement)
CSC: Dar Consulting
Project: The Ritz-Carlton Residence Project Diriyah (DGCL)
Duration: 29 -Mar- 2024 To Till

Roles & Responsibilities

- **Conducting HSE Training Programs:** Developed and delivered Health, Safety, and Environmental (HSE) training sessions for the workforce, ensuring compliance with company policies and industry standards. Training topics included hazard identification, risk assessment, fire safety, first aid, and emergency response procedures.
- **Induction for New Employees:** Provided detailed HSE induction sessions for new hires to familiarize them with project-specific health and safety protocols, safe work practices, and emergency response procedures to ensure that all new employees are aware of the HSE requirements from the onset.
- **Monitoring Safety Compliance:** Ensured that all site activities complied with applicable HSE regulations, standards, and client requirements by conducting regular site inspections, audits, and safety observations.
- **Risk Assessment and Safety Management:** Assisted in conducting risk assessments and developing job safety analysis (JSA) for different work activities. Identified potential hazards and recommended control measures to mitigate risks, thereby ensuring the safety of workers.
- **Toolbox Talks:** Led toolbox talks on a daily or weekly basis to highlight specific safety issues relevant to current worksite activities. These talks were aimed at raising awareness among the workforce about potential hazards and proper preventive measures.
- **Emergency Preparedness and Drills:** Planned and conducted emergency evacuation drills and training exercises to ensure readiness for emergencies such as fires, medical incidents, and other site-specific potential risks.
- **HSE Documentation and Record Keeping:** Maintained up-to-date HSE documentation, including training records, safety checklists, incident reports, and compliance checklists as required by the client (DGCL) and regulatory authorities.
- **Promoting Safety Culture:** Actively promoted a positive safety culture by engaging workers in safety initiatives, encouraging proactive hazard reporting, and recognizing safety achievements to motivate the workforce.

EMPLOYMENT RECORD

Position: HSE Trainer Assistant.
Employer: MD. Dash AL Twaijri, Riyadh, KSA
Duration: March 2022 To Feb-2024

- Assist HSE trainers in delivering training programs, inductions, and toolbox talks.
- Prepare training materials, presentations, and handouts.
- Maintain accurate records of attendance, training outcomes, and certifications.
- Support in conducting safety drills and awareness campaigns.
- Monitor training sessions and provide administrative support.
- Assist in hazard identification and reporting unsafe practices.
- Supported HSE team in implementing workplace safety measures.
- Helped organize and schedule training sessions.
- Conducted routine checks for PPE compliance and safe practices.
- Assisted in preparing reports and safety statistics

Position: HSE Officer
Employer: ITEA INTERNATIONAL LTD
Client: KBR
Project: National Guard communication
Duration: October 2019 To Feb 2022

Roles & Responsibilities

- Ensure all the equipment, ladders, hand tools, machinery etc., at site are inspected on a daily basis by the authorized persons and logs are maintain.
- Maintain an organized filing system for safety-related documents such as safety manuals, risk safety procedures, safety plans, permits, and compliance certificates.
- Ensure that all documents are up-to-date and correctly versioned. Old or obsolete versions of should be archived or discarded as necessary.
- Documents Provide quick access to safety documents when required by safety officers, managers, or external auditors.
- Monitor and track the expiry dates of safety certifications and licenses, ensuring renewals are done on time.

LANGUAGE

- English
- Urdu
- Hindi
- Arabic

Personal Information

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