

# CURRICULUM VITAE

**Manzoor Elahi**

## Position: HSE Manager

E-mail: [Manzoorelahi43@gmail.com](mailto:Manzoorelahi43@gmail.com)

Mobile: 059-6087547, 053-7980757

Address: Saudi Arabia

### **CAREER OBJECTIVE**

*With 13+ years of HSE experience, looking forward to a challenging HSE position in a multi-cultural environment where I can utilize my experience and skills to bring improvement in the system and to get myself opportunities for growth and long-term association.*

### **PERSONAL PROFILE**

*Committed to work hard for the growth & wealth of the organization. Solid management skills, capable of leading and motivating individuals to maximize levels of productivity while forming cohesive team environment. Exceptional communicator focused on building strong interpersonal relationships. Work efficiently under intense and pressure time. Able to achieve targets set by the upper management. Innovative and Quick learner, Honest, Reliable and fully focused on achieving organization goals.*

### **EMPLOYMENT HISTORY**

- Work is a **Safety Manager** in Khonaini international company (**SAUDI ARABIA**).  
Project: **King Salman International Complex for Maritime Industries & Services (MYPD)**  
Period: April 11, 2023 to Present.  
Client: Saudi Aramco
  
- Work is a **Safety Supervisor** in Khonaini international company (**SAUDI ARABIA**).  
Project: **King Salman International Complex for Maritime Industries & Services (MYPD)**  
Period: October 19, 2019 to April 10, 2023.  
Client: Saudi Aramco
  
- Work is a **Safety Supervisor** in Khonaini international company (**SAUDI ARABIA**).  
Project: **South Dhahran Home ownership project-2B**  
Client: Saudi Aramco  
Period: July 22, 2018 to 29 October 15, 2019.
  
- Work is a **Safety Officer** in Khonaini international company (**SAUDI ARABIA**).

**Project: South Dhahran Home ownership project-2B**

**Client: Saudi Aramco**

**Period: June 20, 2016 to July 21, 2018.**

➤ Worked as **Safety Officer** in **REDICO (SAUDI ARABIA)**.

**Period: March 2011 to 15 June 2016**

- **Royal commission Project, Construction of Houses C01, C02, C16**
- **Royal commission Project, Construction of School & Kindergarten in existing community areas Jubail C17 Project.**

#### **JOB RESPONSIBILITY**

- ✓ Achieved the goal of zero incidents/accidents and zero harm to environment by ensuring that no risk remains unassessed and mitigation is in place for working in a safer environment.
- ✓ Developing and implementing HSE culture across the company, i.e. Emergency Preparedness and response system, Accident/Incident investigation procedure etc.
- ✓ Conducting Internal HSE Audits.
- ✓ Developed and introduced PTW (permit to work) system across the company in order to establish & maintain a safe work system for jobs involving major hazards.
- ✓ Daily & weekly report of all activities Regarding Safety.
- ✓ Risk Assessment of Workplace, against Hazards existence and worker Ergonomics.
- ✓ Tool box talk meeting & Work permits.
- ✓ Establishing Effective Safety management in Workplace.
- ✓ Inspection of Tools & Workplace condition before starting of a shift.
- ✓ Motivate, encourage & trained the workers about usage of PPE, initial stage Fire Fighting & Emergency action plans.
- ✓ Design and install different kind of safety sign (i.e. informative directional and other.)
- ✓ Proper Record keeping of every Near Miss Cases, incident/accidents & maintaining.

#### **ACADEMIC QUALIFICATION**

<b><i>Certificates / Degree</i></b>	<b><i>Institute / University</i></b>	<b><i>Year</i></b>
(1) <b>DAE (Associate Engineer)</b>	<i>Government Polytechnic college Mingora Swat</i>	<b>2009</b>
(2) <b>F.sc</b>	<i>Government Degree College Matta, Swat</i>	<b>2007</b>
(3) <b>SSC (Science)</b>	<i>Shama Public High School Khwazakhela, Swat</i>	<b>2005</b>

#### **PROFESSIONAL QUALIFICATION**

- ✓ **NEBOSH IGC**
- ✓ **IOSH (Managing Safely) Certified**

- ✓ *General Industry Standards OSHA Certified*
- ✓ *FIRE SAFETY Certified*
- ✓ *First Aid & CPR certified*
- ✓ *Diploma of Associate Engineer Civil (DAE)*
  - *Govt Polytechnic College Mingora Swat*

## ***CERTIFICATES & ACHIEVEMENT***

- ✓ *Appreciation certificate from Saudi Aramco & Turner International Middle East for attending training sessions.*
- ✓ *Appreciation certificate from Saudi Aramco & Turner International Middle East for excellent job performance.*
- ✓ *Appreciation Certificate from Khonaini international Company for best job performance & achieving one million safe manhours.*
- ✓ *Auto cad 2006*
- ✓ *Land survey*
- ✓ *One-year computer Certificate (Hardware & Software)*
- ✓ ***Saudi Aramco Approved HSE Supervisor & Officer***
- ✓ ***Saudi Aramco Approved HSE Manager***

## **COMPUTER SKILLS**

- ✓ *Hands on MS Office.*
- ✓ *Install operating systems (98 XP 2000, 2003 and Linux) and all application software's.*
- ✓ *Hardware troubleshooting.*
- ✓ *Photoshop, Coral Draw*

## **PERSONAL SKILLS**

- ✓ *Independent as well as team working capabilities and a quick learner.*
- ✓ *Excellent problem solving and good analytical skills.*
- ✓ *Have good critical and creative thinking skills to assess safety aspect.*
- ✓ *Familiar of how to work in a team & Able to work under pressure and meeting deadlines.*

## LANGUAGES

• <i>Arabic</i>	<i>Read / Speak</i>
• <i>English</i>	<i>Read/Write/Speak</i>
• <i>Urdu</i>	<i>Read/Write/Speak</i>
• <i>Pashto</i>	<i>Read/Write/Speak</i>

## PERSONAL PROFILE

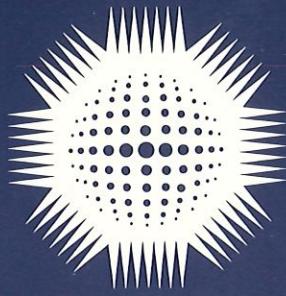
*Father Name : Shabbir Ahmad  
Nationality : Pakistani  
Date of Birth : 25 August 1988  
Skype ID : manzoorn66*

**DECLARATION:**

*I hereby declare that the above written are true to the best of my knowledge and belief.*

# KING SALMAN INTERNATIONAL COMPLEX FOR MARITIME INDUSTRIES AND SERVICES

<b>DOCUMENT TRANSMITTAL</b>		<b>TRANSMITTAL No.</b> MYDP-P7-42322-T-2023-0667	<b>DATE:</b> 09 April, 2023								
<b>TO:</b> <b>GHASSAN ALI AGHA</b> Contractor Representative Khonaini International Co. Ltd. Jubail Industrial City 31961 P.O. Box 10261 Tel: (013) 361-5710		<b>FROM:</b> <b>BASSAM A. AL-MATAR</b> Company Representative Maritime Yard Development Projects Department - Residential & Admin Office Building Division, SAPMT Site Office Tel: (013) 361-9504									
<b>BI No. : 25-00053</b> Contract No. <b>6600042322 (IK)</b>		<b>PROJECT TITLE:</b> King Salman International Complex for Maritime Industries and Services <b>LOCATION:</b> Ras Al-Khair, Saudi Arabia									
<b>DETAILED DOCUMENTS HEREUNDER ARE FORWARDED TO YOU FOR:</b>											
<input type="checkbox"/> APPROVED <input type="checkbox"/> INFORMATION <input type="checkbox"/> NO OBJECTION <input type="checkbox"/> NOT APPROVED <input type="checkbox"/> REVISE AND RESUBMIT <input type="checkbox"/> OTHER AS NOTED (See Below) <input checked="" type="checkbox"/> APPROVED W/COMMENTS <input type="checkbox"/> CONCURRENCE <input type="checkbox"/> SEE COMMENTS											
<b>DETAILED DESCRIPTION</b>											
<b>Reference No :</b> KIC-P7-T-2023-4284 <b>Subject :</b> KIC Proposed HSE Manager, Mr. Manzoor Elahi - Package 7.											
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; padding: 5px;">Document Number</th> <th style="text-align: left; padding: 5px;">Rev.</th> <th style="text-align: left; padding: 5px;">Description</th> <th style="text-align: left; padding: 5px;">Remarks</th> </tr> </thead> <tbody> <tr> <td style="text-align: left; padding: 5px;">KIC-RA-P7-01-2511</td> <td style="text-align: left; padding: 5px;">0</td> <td style="text-align: left; padding: 5px;">KIC Proposed HSE Manager, Mr. Manzoor Elahi - Package 7</td> <td style="text-align: left; padding: 5px;">Approved W/Comments</td> </tr> </tbody> </table>				Document Number	Rev.	Description	Remarks	KIC-RA-P7-01-2511	0	KIC Proposed HSE Manager, Mr. Manzoor Elahi - Package 7	Approved W/Comments
Document Number	Rev.	Description	Remarks								
KIC-RA-P7-01-2511	0	KIC Proposed HSE Manager, Mr. Manzoor Elahi - Package 7	Approved W/Comments								
<b>Comments (if any):</b>   											
 <b>BASSAM A. AL-MATAR</b> , Company Representative											
<b>Disclaimer:</b> "The approval or acceptance of this submittal does not waive the requirements of the Contract, nor the contract documents including drawings, specifications, and applicable standards."											
TRANSMITTED BY: Abdulaziz	RECEIVED BY: 	cc: <input checked="" type="checkbox"/> File <input type="checkbox"/> J.O. File <input type="checkbox"/> Project Engineer									
TELEPHONE No. : 013 361 9530		NAME & SIGNATURE & DATE									



nebosh

# NEBOSH International General Certificate in Occupational Health and Safety

This is to certify that

**Manzoor Elahi**

was awarded this qualification on

**16 February 2023**

Les Philpott  
Chair

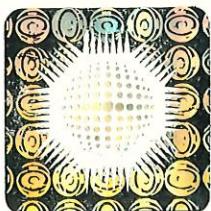
Dee Arp  
Accountable Officer

Les Philpott

Dee Arp

Master log certificate No: 00728258/1339227

SQA Ref: R630 04



**The National Examination Board in  
Occupational Safety and Health**  
Registered in England & Wales No. 2698100  
A Charitable Company Charity No. 1010444



**SOUTH DHARAHAN HOME OWNERSHIP PROJECT**  
**Transmittal Form (TR)**



**KHONAINI INTERNATIONAL COMPANY**  
P.O. Box 30, Jubail Industrial City, 31951  
Kingdom of Saudi Arabia

TR #: 01/10/00013/TR/000/00295

Rev. #: 01

Date: 16-Jul-17

Contractor: KHONAINI INTERNATIONAL COMPANY LTD.  
Contract Title: SOUTH DHARAHAN HOME OWNERSHIP PROJECT (SDHOP)  
Contract No.: 6600036841  
To: The Company Representative (Saudi Aramco) Atten.: ABDULRAHMAN M. AL-AASMI

SUBMITTED	CODE	ACTION	CODE
FOR ACTION	1	NO OBJECTION	A
FOR INFORMATION	2	NO OBJECTION AS NOTED	B
		REVISE AND RESUBMIT	C
		REJECTED	D

WE ARE SENDING HEREWITH THE DRAWING / DOCUMENTS LISTED BELOW. (DELETE AS NECESSARY)

Only one subject is allowed to be submitted under this transmittal.

**FOR CONTRACTOR:**

Name: Haidar Awamleh

Signature: 

Date: 16-Jul-17

**\*Type of Submittal:** 60=60% Design Drawings  
TT=Test MD=Mft's Dats  
90=90% Design Drawings  
CA=Calculations  
IFC=Issue for Const.  
CT=Certificates  
SD=Shop Drawing  
SP=Specification  
TE=Technical  
Cl=Catalogues  
GT=Guarantee  
Other: \_\_\_\_\_

\*\*Discipline: AR = Arch. ME = Mech. ST = Structural EL = Elect./Telecom IS = Infra. LD = Landscape HSE QA/QC PCS PR=Proc. CN=Contractual Others: \_\_\_\_\_

Reviewed for General Acceptance. This review does not relieve the Contractor of his responsibility for making the work conform to the requirements of the Contract

Reply and Comments if Any: No objection  
\* Candidate proposed for HSE officer position is accepted.

Correction or comments made relative to submittals during this review DO NOT relieve the contractor from compliance with the requirements of drawings and specifications. This check is only for review of general conformance with design concept of the project.

SAPMT       PMT/CMT

Name:  Abdulrahman M. Al-Aasmi

Signature:

Date: 7/18/17

### Distribution:

SAPMT

PMT

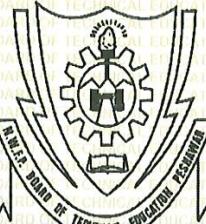
PMT/CMT

Other

Serial No. 211010

Roll No. 29780

# NWFP BOARD OF TECHNICAL EDUCATION



PESHAWAR (PAKISTAN)

Diploma of Associate Engineer

Year 2006

(Annual / Supplementary)

Certified that Mr. / Miss. Manzoor Elahi

Son / Daughter of Mr. Sha bir A hmad

Registration No. GPI.MNG.C.06.7569

of Govt Polytechnic Institute Swat

has passed the diploma of Associate Engineer Civil Technology

Examination held by the N.W.F.P. Board of Technical Education, Peshawar, in the month

of May.

He / She secured 1876 Marks out of 3500 and has been placed in

Grade C.

In recognition thereof, this

Diploma of Associate Engineer

is awarded to him / her at Peshawar on the 17<sup>th</sup> day of September 2009

ASSISTANT SECRETARY

SECRETARY

This certificate / diploma is issued with out any alteration or erasure.



This is a certificate awarded to

**Manzoor Elahi**

on successfully completing

**Managing Safely**

a course approved and validated by the

**Institution of Occupational Safety and Health**

in association with

Be Safe Training & Services (Pvt.) Ltd

Signed on behalf of IOSH

*Ben Messinger*

Chief Executive

*Jahanzeb*  
Course Organiser



# Certificate of Completion

IS AWARDED TO

**Manzoor Elahi**

FOR THE

## General Industry Standards

Aug 01 - Aug 03, 2018

Introduction to OSHA	Confined Space	Hand & Portable Tools	Trench & Excavation
Safety Management System	Hazardous Gases	Gas & Arc Welding	Demolition
Personal Protective Equipment	Scaffolding	Ergonomics	Bloodborne
Permit to Work System	Electrical Safety	Material Handling Equipment	Industrial Hygiene
Work at Height	Hazardous Substances	Hazard Communication	Radiation

Fire Protection & Prevention	Hand & Portable Tools	Trench & Excavation
Accident Protection & Prevention	Gas & Arc Welding	Demolition
Lockout Tagout (LOTO)	Ergonomics	Bloodborne
Workplace Violence	Material Handling Equipment	Industrial Hygiene
Transport Safety	Hazard Communication	Radiation



**Robert Thomas**

Chief Executive

Occupational Safety & Health American Council



**Highfield Awarding Body for Compliance**

Certifies that

**Manzor Elahi**

has successfully passed an assessment in

**HABC Level 2 Award in Fire Safety  
(QCF)**

*Date of assessment* 19 April 2015

*Date of award* 26 April 2015

*Certificate number* 1068827

Chief Executive

SAFETY TRENDS INTERNATIONAL  
(PVT) LTD  
Training Organisation



Jason Sprenger - Chief Executive  
Highfield Awarding Body for Compliance

*Qualification number* 501/1448/7



**Turner** Arabia

# Certificate of Appreciation

Presented to

**MANZOOR ELAHI**

(HSE Supervisor – Package 10)

Attended for the following Training Sessions:

1. 07-July-2018 - Basic First Aid for Medical Emergency
2. 21-July-2018 - Method Statements – Safety Responsibilities
3. 04-Aug-2018 – Innovations in Safety
4. 11-Aug-2018 – Sub-Contractors Coordination
5. 08-Sep-2018 – Lock-Out and Tag-Out
6. 15-Sep-2018 – Tele-handler Safety
7. 06-Oct-2018 – Environmental Control
8. 20-Oct-2018 – Current Issues in Scaffolding
9. 03-Nov-2018 – Heavy Vehicle Safety
10. 17-Nov-2018 – First Aid – First Responder

Turner Arabia

PATRICK D. BROGAN (M.I.C.E. C.Eng.)  
Turner Arabia



at Ajyal Home Ownership Program  
Aramco Site Office  
AlKhobar – Dhahran

COBY R. LONG (C.S.P.)  
Saudi Aramco

دُبَيْ عَمَانْ وَسُوْدَانْ  
Saudi Aramco



Turner  
Arabia

# Certificate of Appreciation

Presented to

**MANZOOR ELAHI**

Health & Safety Team

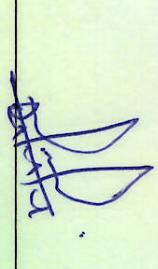
In recognition of his Performance towards  
Project Health and Safety  
on the achievement of significant improvements  
on District 2 – Package 2B  
of the Ajyal Home Ownership Program  
AL Khobar – Dammam

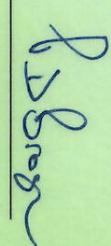
Awarded on 30-June-2018

سُبْرَانِي  
Saudi Aramco



  
Coby R. Long  
Saudi Aramco

  
Mohammed Al Hajji  
Saudi Aramco

  
Patrick D. Brogan  
Turner Arabia



# CERTIFICATE OF

## Life Support Training

MANZOOR ELAHI

*has successfully completed*

**SHA BLS PROVIDER**

eCertificateID :179582123029

TRAINING CENTER:  
RAWNAQ MEDICAL TC

Date of issue: Dec 11 2024

Date of expiry: Dec 11 2026

  
Prof. Fahad Alsohime  
Chairman, National CPR Committee  
Saudi Heart Association



  
Prof. Waleed Al Habeeb  
President  
Saudi Heart Association



# CERTIFICATE OF

## Life Support Training

MANZOOR ELAHI

*has successfully completed*

### SHA HSFA CPR AED COURSE

eCertificateID :179584110831

TRAINING CENTER:  
RAWNAQ MEDICAL TC

Date of issue: Dec 12 2024

Date of expiry: Dec 12 2026



**Prof. Fahad Alsohime**  
Chairman, National CPR Committee  
Saudi Heart Association



**Prof. Waleed Al Habeeb**  
President  
Saudi Heart Association





Saudi Heart Association

الجمعية السعودية لقلب العرب

AL Faraby Medical Center co. ltd

Training Institute



# Certificate of Attendance

*This is to certify that:*

Mr. Manzoor Elahi Shabbir Ahmed

has attended a basic course in :

## **BASIC FIRST AID COURSE**

At : Al Faraby Training Institute, Dammam

Date : 05/09/2016

Date of expiry 05/09/2017

*In Accordance with the standards of the Saudi Heart Association.*



Dr. Mohammed Adeeb Mukahal  
General Manager



Dr. Mujeeb Ahmed Baitig  
Program Director



Pascual Salaver  
Instructor

Real Estate Development & Investment Co. Ltd.

Paid Up Capital SR. 3,000,000  
C.R. 2051037612  
P.O. Box 32172 Al-Khobar 31952  
Kingdom of Saudi Arabia  
tel.: 887 9591 / 2 / 3 - Fax: 887 9596  
Membership No. 78000



شركة التطوير والاستثمار العقاري المحدودة

رأس المال المدفوع ٣٠٠٠٠٠٠٠٠٠٠٠٠٠  
٢٠٥١٠٣٧٦١٢ س.ت.  
٣١٩٥٢٣٢١٧٢ ص.ب  
المملكة العربية السعودية  
تلفون: ٢٢٢٢١٧٢ - ٨٨٧٩٥٩٦ - ٨٨٧٩٥٩٥٩٦  
رقم العضوية: ٧٨٠٠٠

## CERTIFICATION

**TO WHOM IT MAY CONCERN:**

This is to certify that Mr. Manzoor Elahi S/O Shabbir Ahmad has been employed by **REAL ESTATE DEVELOPMENT & INVESTMENT CO., LTD.** at **ROYAL COMMISSION HOUSING PROJECTS** at Jubail Industrial City, Kingdom of Saudi Arabia from March, 2011 and still working under our sponsorship till upto Date as a Safety Officer

This certification is issued upon his request..

**Joseph Michael Gebeily  
Acting General Manager**

