

# 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 un-assessed 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***

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

#### ***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**

- |           |                  |
|-----------|------------------|
| • Arabic  | Read / Speak     |
| • English | Read/Write/Speak |
| • Urdu    | Read/Write/Speak |
| • Pashto  | Read/Write/Speak |

#### **PERSONAL PROFILE**

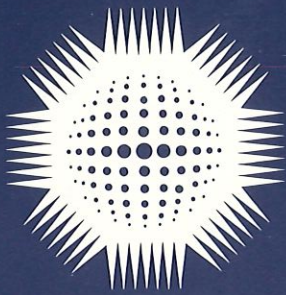
Father Name : Shabbir Ahmad  
 Nationality : Pakistani  
 Date of Birth : 25 August 1988  
 Skype ID : manzoorn66

**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> <b>Contract No. 6600042322 (IK)</b>	<b>PROJECT TITLE:</b> King Salman International Complex for Maritime Industries and Services  <b>LOCATION:</b> Ras Al-Khair, Saudi Arabia	
DETAILED DOCUMENTS HEREUNDER ARE FORWARDED TO YOU FOR:		
<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> APPROVED  <input type="checkbox"/> NOT APPROVED  <input checked="" type="checkbox"/> APPROVED W/COMMENTS         </div> <div> <input type="checkbox"/> INFORMATION  <input type="checkbox"/> REVISE AND RESUBMIT  <input type="checkbox"/> CONCURRENCE         </div> <div> <input type="checkbox"/> NO OBJECTION  <input type="checkbox"/> OTHER AS NOTED (See Below)  <input type="checkbox"/> SEE COMMENTS         </div> </div>		
<b>DETAILED DESCRIPTION</b>		
Reference No : KIC-P7-T-2023-4284 Subject : KIC Proposed HSE Manager, Mr. Manzoor Elahi - Package 7.		
<b>Document Number</b>	<b>Rev.</b>	<b>Description</b>
KIC-RA-P7-01-2511	0	KIC Proposed HSE Manager, Mr. Manzoor Elahi - Package 7
<b>Remarks</b>		
Approved W/Comments		
<b>Comments (if any):</b> <div style="height: 100px; border: 1px solid black;"></div>		
<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 30%;">   <b>BASSAM A. AL-MATAR</b>, Company Representative         </div> <div style="width: 40%; text-align: center;">           RECEIVED BY: _____          NAME &amp; SIGNATURE &amp; DATE       </div> <div style="width: 30%;"> <b>CC:</b>  <input checked="" type="checkbox"/> File  <input type="checkbox"/> J.O. File  <input type="checkbox"/> Project Engineer         </div> </div>		
<b>TRANSMITTED BY:</b> Abdulaziz  <b>TELEPHONE No. :</b> 013 361 9530	<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."	



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

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



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

Date: 16-Jul-17

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

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

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

ROUTING SLIP	
To	Designation
Bassam	CM
Mahmoud	CM
Hussein	Proc. Mngr.
Ghassan	QA/QC Mngr.
Shady	Planning Mngr.
Yasir	HSE Mngr.
Mubashar	Architect
Jackson	Interface
Ramy	Civil Supt.
Mirza	QC Civil Supervisor
Aboobacker	Mechanical Supt.
Makey	QC Mechanical Supervisor
Abdulrazzaq	Electrical Engineer
Ahmed Hablan	Electrical Superintendent
Roohalbayyan	QC Supervisor (Elec.)

Only one subject is allowed to be submitted under this transmittal

Date: 16-Jul-17

\*\*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.

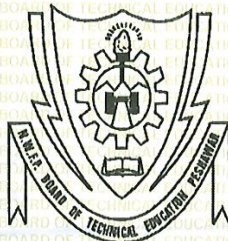
Date: 7/18/17

**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. Shabir Ahmad**

**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 17Th 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

Chief Executive

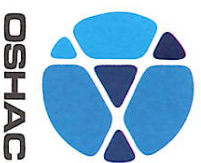
Course Organiser



Date: 24 February 2018

Possession of this certificate does not confer exemption from accredited qualifications which lead to membership of IOSH.

Cert No: 567680



Occupational  
Safety & Health  
American Council

OSHAC

Certificate Number: 34-75551  
Student Number: 58042

# Certificate of Completion

IS AWARDED TO

**Manzoor Elahi**

FOR THE

**General Industry Standards**

*Aug 01 - Aug 03, 2018*

Introduction to OSHA  
Safety Management System  
Personal Protective Equipment  
Permit to Work System  
Work at Height

Confined Space  
Hazardous Gases  
Scaffolding  
Electrical Safety  
Hazardous Substances

Fire Protection & Prevention  
Accident Protection & Prevention  
Lockout Tagout (LOTO)  
Workplace Violence  
Transport Safety

Hand & Portable Tools  
Gas & Arc Welding  
Ergonomics  
Material Handling Equipment  
Hazard Communication

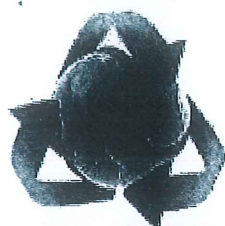
Trench & Excavation  
Demolition  
Bloodborne  
Industrial Hygiene  
Radiation



Center Number: 178246

*R. Thomas*

**Robert Thomas**  
Chief Executive  
Occupational Safety & Health American Council



**SAFETY TRENDS**  
INTERNATIONAL



**Highfield**

awarding body for compliance

**Highfield Awarding Body for Compliance**

Certifies that

**Manzor Elahi**

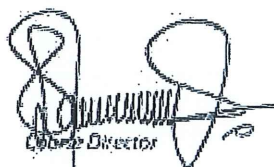
has successfully passed an assessment in

**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

Regulated by

**Ofqual**

Qualifications and Quality Assurance



Llywodraeth Cymru  
Welsh Government

Qualification number

501/1448/7

**Turner** Arabia

الهيئة العامة  
لشؤون أرامكو  
Saudi Aramco



# 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

15 NOV 2018

RECEIVED

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

at Ajlaj Home Ownership Program  
Aramco Site Office  
AlKhobar – Dhahran

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

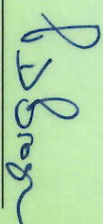
of the Ajyal Home Ownership Program

AL Khobar – Dammam

Awarded on 30-June-2018

  
Coby R. Long  
Saudi Aramco

  
Mohammed Al Hajji  
Saudi Aramco

  
Patrick D. Brogan  
Turner Arabia

الشركة العامة  
Saudi Aramco





# 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



شركة مجمع الفارابي الطبي المحدودة  
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. Mujeeh Ahmed Saig  
Program Director



Pascual Campillo 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



REDICO

شركة التطوير والاستثمار العقاري المحدودة

رأس المال المدفوع ٣,٠٠٠,٠٠٠ ريال سعودي

س.ت. ٢٠٥١٠٣٧٦١٢

ص.ب. ٣٢١٧٢ الخبر ٣١٩٥٢

المملكة العربية السعودية

تلفون: ٨٨٧٩٥٩١ / ٢ / ٣ - فاكس: ٨٨٧٩٥٩٦

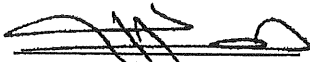
رقم العضوية: ٧٨٠٠٠

## **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**

