



# MUNEER M A

HSEOFFICER/HSEENGINEER

## OBJECTIVE

A highly skilled and experienced HSE Officer with 10 years of expertise in the Civil, MEP, and Infrastructure sectors, primarily within the challenging environments of Qatar. Demonstrated ability to independently manage and oversee safety operations on large-scale projects, ensuring strict compliance with industry safety standards and regulations. Proficient in conducting risk assessments, implementing safety procedures, and providing comprehensive safety training to teams. Known for a proactive approach in identifying potential hazards, minimizing risks, and fostering a culture of safety across all levels of the organization. Committed to maintaining a safe and secure workplace, consistently achieving project safety objectives and enhancing overall operational efficiency. Seeking to leverage my expertise in a challenging role as an HSE Officer or HSE Engineer, where I can continue to contribute to the safety and success of complex projects.

## EDUCATION

- Bachelor of Technology (B.Tech) Jawaharlal Nehru Technological University (JNTU), Hyderabad

## CERTIFICATION

- NEBOSH-IGC
- NEBOSH-HSW
- IOSH MS
- Occupational Safety and Health Advanced Diploma - IASP
- Diploma in Health Safety and Environment
- First Aid
- Authorized Gas Tester

## APPROVALS

- QP Approved
- ASHGHAL Approved

## JOB EXPERIENCE

### HSE Officer

Galfar Al Misnad Engineering & Contracting WLL, Qatar  
*October 2020 – Present*

- Team Supervision: Led and supervised a team of project safety officers, coordinating with area HSE officers and subcontractors to ensure compliance with safety protocols.
- Policy Implementation: Spearheaded the implementation of company safety policies, ensuring all on-site activities adhered to industry standards.
- Training & Development: Conducted and organized safety training programs and awareness campaigns, enhancing work force knowledge and commitment to safety practices.
- Reporting & Compliance: Prepared comprehensive weekly and monthly safety reports for the HSE Manager, ensuring accurate documentation and regulatory compliance.
- Emergency Response: Coordinated emergency drills and managed the Project Emergency Rescue Team (ERT), ensuring preparedness for any potential incidents.
- Permit to Work System: Managed the Permit to Work (PTW) system, overseeing the issuance of daily permits and ensuring safe execution of high-risk activities.

### Safety Officer

Boom Construction Company, Qatar  
*November 2018 – September 2020*

- Site Safety Inspections: Conducted regular safety inspections to identify and mitigate hazards, ensuring adherence to safety regulations and standards.

## SKILLS

- Hazard Identification & Risk Assessment (HIRA)
- Permit to Work (PTW) System Management
- Safety Policy Implementation
- Incident Investigation & Reporting
- Safety Training & Development
- Regulatory Compliance & Standards Adherence
- Emergency Response & Management
- Safety Audits & Inspections
- Team Leadership & Supervision
- Client & Contractor Coordination
- Job Hazard Analysis (JHA)
- Safety Documentation & Record Keeping
- Emergency Evacuation Planning & Drills
- Site Safety Inspections & Monitoring
- Compliance Monitoring & Enforcement

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## LANGUAGES

- English
- Urdu

## MORE INFO.

Nationality: Indian  
Date of Birth: 04.04.1990

- Emergency Preparedness: Assisted in developing and implementing emergency evacuation plans, ensuring all personnel were trained and ready to respond.
- Risk Management: Performed Job Hazard Analysis (JHA) to assess risks associated with specific tasks, implementing necessary control measures.
- Safety Documentation: Maintained and updated safety documentation, including incident reports and safety checklists, to ensure compliance and continuous improvement.
- Client & Contractor Coordination: Collaborated with clients, contractors, and construction teams to address safety concerns and close out HSE observations.
- Regulatory Compliance: Ensured all site activities met local and international safety regulations, reducing the risk of accidents and legal issues.

### **Safety Officer**

SITIE Gulf Trading & Contracting WLL, Qatar  
June 2016 – August 2018

- Safety Program Implementation: Implemented comprehensive safety programs on-site, ensuring compliance with safety standards and procedures.
- Induction & Training: Delivered safety induction training to new employees and conducted regular refresher courses to maintain high safety awareness.
- Incident Reporting: Investigated and documented incidents, ensuring timely reporting and implementation of corrective actions.
- Safety Audits: Conducted internal safety audits and coordinated with external auditors to ensure compliance with regulatory requirements.
- Contractor Management: Monitored and enforced safety standards among subcontractors, ensuring their adherence to the company's safety policies.
- Emergency Drills: Organized and conducted emergency evacuation drills, ensuring all personnel were familiar with procedures.

### **Safety Officer**

AI-Alia Trading and Contracting WLL, Qatar  
June 2014 – May 2016

- Permit to Work System Management: Managed the Permit to Work (PTW) system, ensuring that all high-risk activities were carried out under strict safety controls.
- Safety Inspections: Conducted routine and surprise safety inspections to identify potential hazards and ensure a safe working environment.
- Incident Investigation: Led investigations into workplace incidents, documenting findings and recommending preventive measures.
- Training & Compliance: Provided ongoing safety training to staff, ensuring compliance with company policies and regulatory standards.

- Emergency Planning: Developed and implemented emergency response plans, coordinating drills to test and improve readiness.
- Client Liaison: Acted as the primary safety liaison between the company, clients, and consultants, ensuring clear communication and effective resolution of safety issues.

### **Safety Officer**

Tusker Trading and Contracting WLL, Qatar

*December 2013 – June 2014*

- Hazard Identification & Risk Assessment (HIRA): Conducted detailed HIRA to identify and control potential hazards on-site.
- Safety Training: Trained workers in safety procedures, including the use of personal protective equipment (PPE) and safe work practices.
- Compliance Monitoring: Monitored compliance with safety regulations and company policies, ensuring all operations were carried out safely.
- Incident Reporting: Documented and reported all safety incidents, working with management to implement corrective actions.
- Safety Meetings: Organized and led regular safety meetings to discuss ongoing issues, share best practices, and reinforce safety culture.
- Audit Participation: Participated in internal and external safety audits, addressing any non-conformances and implementing corrective actions.

### **PROJECTS COMPLETED**

- **Roads & Infrastructure in Al Wajba East - Package-1**  
(October 2020 – Present)
- **Roads and Infrastructures in West Muaither Al Manaseer Package 03 Muaither**  
(October 2019 – September 2020)
- **Design & Build of Al Khor Expressway Al Khor**  
(November 2018 – October 2019)
- **Redline North Underground Doha Metro**  
(June 2016 – August 2018)
- **EPIC for Field Support Workshop Warehouse and Office Facility at QPSFA Dukhan-Onshore**  
(February 2015 – June 2016)
- **AI Meera -Seven Convenience Store Schemes-Al Wakrah**  
(June 2014 – January 2015)
- **Msheireb Downtown Doha**  
(March 2014 – June 2014)
- **Integrated Paper Factory - New Industrial Area Doha**  
(December 2013 – February 2014)

Dear Hiring Manager,

I am writing to express my interest in the HSE Officer / HSE Engineer position at your esteemed organization, as advertised. With 10 years of comprehensive experience in the Civil, MEP, and Infrastructure sectors, particularly within the demanding environments of Qatar, I am confident in my ability to contribute effectively to your team.

In my current role as HSE Officer at Galfar Al Misnad Engineering & Contracting WLL, I have demonstrated my ability to lead safety operations on large-scale projects. My responsibilities have included supervising project safety officers, implementing company safety policies, conducting safety training programs, and managing the Permit to Work (PTW) system. These experiences have honed my ability to maintain high safety standards, ensure regulatory compliance, and foster a culture of safety across all levels of the organization.

Throughout my career, I have been committed to identifying potential hazards, minimizing risks, and ensuring a safe working environment. My expertise in hazard identification, risk assessment, incident investigation, and emergency response has consistently contributed to the successful completion of projects while maintaining the highest levels of safety.

I am particularly drawn to this opportunity at your honor company because of your commitment to excellence in safety and your innovative approach to managing complex projects. I am eager to bring my experience and skills to your team and contribute to the continued success and safety of your projects.

Thank you for considering my application. I am looking forward to the opportunity to discuss how my background, skills, and certifications align with the needs of your team. I am available at your earliest convenience for an interview and can be reached at 00974 39992881 or via email at [mamuneer433@yahoo.com](mailto:mamuneer433@yahoo.com).

Sincerely,

Muneer M A