



# SINAN KHAN HSE Professional

To work with a team in a well-reputed Company, which has the potential to unearth individual excellence, can provide an opportunity to apply my technical, innovative, and leadership skills to produce satisfying, exclusive and successful solutions to problems by using my professional skills in Safety and Health in challenging workplace by generating new ideas and create positive change. It will be utmost important for me to exert my sincere efforts for the excellence & betterment of Company to compete in market strongly.

**0572918180****KSA-Neom****sinankhan22637@gmail.com**

## PERSONAL

**Iqama Type** Transferable**Marital Status** Unmarried**Nationality** Pakistani**Languages** English, Urdu, Arabic.

## SKILLS

Communication



Creativity



Teamwork



Organizational



Leadership



Teamplayer



## Professional achievements

Maintained compliance



100%

successful internal/external audit close-outs.



Organizational resilience



100%.

Collaboration with



Operations/MEP team 100 %.

## KEY SKILLS AND

## COMPETENCIES:

Able to assist with MEP / Facilities Engineers, HSE Engineers and Operations Team.

Strong decision-making skills and the ability to prioritize and plan effectively.

Methodical approach to all tasks.

A highly dedicated HSE Professional with a strong commitment to achieving zero-incident workplaces through the implementation of advanced HSE strategies and systems. Skilled in enhancing HSE standards by proactively identifying and mitigating risks, while exceeding industry regulations and ensuring compliance.

## PROFESSIONAL COURSES

### Certification

### Board/Institution

**NEBOSH IGC****United Kingdom****OSHA (Train The Trainer)****OSHA Academy(USA)****Iosh Managing Safely****United Kingdom****ISO 14001:2015 EMS****OSHAS**

## EDUCATION

### Qualification

### Board/Institution

**3 years HSE Engineering Diploma****Pakistan Technical and Educational Council****1 year Diploma in information technology****KP Board of Technical Education PESHAWAR****F.S.C (12th) Computer Science  
S.S.C (10th)****BISE PESHAWAR****BISE PESHAWAR**

## HOBBIES

**Music****Reading****Traveling****Photography****Gardening**

# WORK EXPERIENCE

**Experience :** **7 years+**

| Position                 | Period                                | Company  |
|--------------------------|---------------------------------------|--|
| <b>HSE Executive</b>     | <b>June Date 2024-to-till</b>         | <b>EFSIM, NEOM Region</b>  |
| <b>Safety Supervisor</b> | <b>7 th Apr 2022 to 17th May 2024</b> | <b>Alfuttalim Engineering &amp; Technologies, Makkah-KSA</b>               |
| <b>Safety Officer</b>    | <b>March 2020 to March 2022</b>       | <b>SABIC Technology Centre - J Utilities Park and Pilot Plants Project</b> |
| <b>HSE Officer</b>       | <b>Feb 2017 to Dec 2018</b>           | <b>Al-Falsallah Group Holding Company</b>                                  |

## ROLES & RESPONSIBILITIES

- Assist the line manager in implementing techniques and other analysis, as required to assess HSE risks to identify and prevent non-compliances that may lead to significant losses.
- Ensure actions are properly taken to control any identified risk in a safe and sustainable manners.
- Raise non-conformities in case of any non-compliance against Risk Assessment and Method Statement on site.
- Developing inspection schedule & perform inspections in the assigned area of operation to ensure compliance with relevant standards, customer's requirements and guidelines and identify non-compliance, unsafe practices, and conditions, potential hazards and risks.
- Ensure first day site inductions and refresher are provided to all employees on-site.
- Monitor and report on key HSE performance indicators.
- Developing and delivering HSE training programs to employees and contractors to promote a strong safety culture and ensure competency.
- Effectively communicating HSE information to management, employees, and relevant stakeholders, and reporting on HSE performance.
- Ensure third party training record are maintained on site as per local regulation and company best practices as but not limited to: First Aid, Fire fighter, MEWP licenses, scaffold inspector, confined space entrant / attendants etc.
- Develop a working relationship with authorities and assist in identifying areas for service improvement.
- Coordinate with the customers in the assigned area of operations, to understand their HSE requirements, standards, and guidelines, and ensure they are implemented accordingly.
- Coordinate, manage and inspect activities of subcontractors.
- Review documentations prior to start of the activities, ensure compliance to HSE standards at the start of each activity, and suspend the work if necessary.
- Follow all relevant departmental policies, processes, standard operating procedures, and instructions so that work is carried out in a controlled and consistent manner.
- Assist in the preparation of timely and accurate sectional statements and reports to meet and department requirements, policies, and standards.

Provide Root cause on Non-compliance, near miss, unsafe act, or conditions as necessary as per the project requirement to ensure non recurrence.

- Ensure all relevant quality, health, safety, environmental procedures, instructions and controls are adhered to so that the safety of employees, quality of products/services and environmental compliance can be guaranteed.
- Conducting Quarterly evacuation drills / other assigned drills in the particular groups in or derto keep them updated and to ensure they have proper knowledge regarding HSE procedure.
- Support for internal audits at sites, if applicable (EFSSIM, Client etc.).
- Compiling documents for KPI's on monthly basis.
- Generating & submission of daily / weekly / monthly reports with client.
- Investigate all incidents in the assigned area of operations under the guidance of Client Field Auditor, Line Manager and follow-up on the action plans as agreed to ensure timely resolution of incidents.
- Perform other related duties or assignments as directed.