

CURRICULUM VITAE

SARTAJ KHAN

Urban Landscaping LLC

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Professional Summary:

As an HSE officer, my primary objective is to impart the fullest of my abilities in ensuring that all the people involved in the company comply with the health, safety, and environment protocols. My previous experience as an HSE Officer has broadened my understanding and enhanced my skills in conducting risk assessment programs as well as developing risk mitigating methods. Among my aims is to ensure that every employee is well-equipped to respond to emergencies by designing and conducting regular drills. I also want to constantly improve my administrative abilities and to cultivate the fastest working environment possible for all.

Core Qualifications

- NEBOSH international general certificate IGC
- ISO Lead Auditor 45001 OHSMS
- Emergency First Aider, Highfield Qualification
- Firefighting.
- Trakhees Accreditation, Safety Supervisor Registration Scheme (SSRS)

Academic Qualifications

- **M.Sc.** (master's degree of Computer Science) University of Wah Pakistan 2013

WORK EXPERIENCE:

Urban Landscaping LLC

Project: Al Furjan / Masakin Al Furjan / Veneto / All Projects

October 2022 - Present Job

Title: Senior Health, Safety and Environmental Officer.

- Ensure compliance with UAE Federal Laws, Dubai EHS Trakhees, and other relevant HSE regulations.
- Develop, implement, and maintain HSE policies, procedures, and management systems (e.g., ISO 45001).
- Conduct risk assessments and hazard identification for various operations.
- Lead incident and accident investigations, prepare reports, and implement corrective/preventive actions (CAPA).
- Monitor site activities to ensure adherence to safety standards and environmental controls.
- Coordinate and conduct HSE training and awareness programs for staff, contractors, and visitors.
- Liaise with regulatory authorities, clients, and consultants on all HSE matters and ensure timely submission of reports.
- Adhere to all safety protocols, maintain a positive attitude, and encourage team members to do the same.
- Conduct weekly toolbox talks and share reports with clients and internal management.
- Maintain safety documentation, including permits to work (PTW), MSDS, and inspection records.
- Manage emergency response plans and conduct mock drills (fire, evacuation, chemical spills, etc.).
- Prepare monthly HSE performance reports, KPIs, and trend analysis for senior management.
- Promote a strong HSE culture through toolbox talks, safety campaigns, and incentive programs.
- Supervise and mentor junior HSE officers and provide guidance on day-to-day operations.
- Evaluate and approve contractor HSE plans, risk assessments, and ensure contractor compliance.
- Recommend and implement improvements in operational practices to reduce risks and environmental impacts.

Al Jaber Group LLC

Project: Sweihan 204 villas, Al Ain

May 2019 – Sept 2022

Job Title: Health, Safety and Environmental Officer

- Supported implementation of HSE procedures specific to villa construction, following UAE federal regulations and company standards.
- Conducted regular site inspections and audits to uphold contractor and subcontractor compliance.
- Assisted in risk assessments and hazard identification to ensure safe construction practices.
- Participated in incident investigations, documenting findings and recommending corrective actions.
- Delivered HSE training, toolbox talks, and site inductions for workforce and subcontractors.
- Maintained documentation: permits, PPE logs, risk registers, and incident records.
- Supported emergency drills and verified first-aid readiness.
- Reported safety non-conformities to the HSE Engineer and tracked corrective actions.
- Prepared weekly/monthly safety reports for internal stakeholders and client.
- Monitored and aided in environmental safeguards—waste management, pollution prevention, and resource protection.
- Promoted site-wide safety awareness and environmental responsibility.
- Engaged in ongoing professional development: NEBOSH, OSHAD, and industry best practices.

ANDROMEDA Technologies Pvt Ltd:

2015

Job Title: Fueling Administrator

- Share daily move plans to all north regions.
- Give fuel capping to the sites in emergencies.
- Record all the fuel of the site in wind software.
- Record all fuel of the emergency site in wind software.
- Generate daily reports.

Personal Details:

- Nationality: Pakistani
- UAE Driving License Valid till April 2027

Technical Skills:

- Microsoft Word, Excel, Power Point, Front Page, Photoshop, and MS Access.
- Microsoft Office System 2003/2007/2010 Professional.
- Installing and configuring windows server 2012.
- Excellent communication and writing skills.
- Assertive but adaptable

Field of interest:

- Technology.
- Education.
- Account & Networking, Reading Newspaper, Books, and internet surfing.

Languages:

English, Urdu, Pashto, Arabic (limited)

Reference:

Available upon request