

SULIMAN KHAN

HSE OFFICER

Contact Info

057-525-1443

sulimandesigner5@gmail.com

Riyad Saudi Arabia



**Three Years Experience as a HSE Profession
Transferable Iqama**

Objective:

To secure a position as a Health and Safety Professional in a reputable organization where my 3 years of experience in Occupational Health and Safety within construction companies, including expertise in office HSE documentation, can be utilized. I am seeking new opportunities to gain more experience and further develop my skills while contributing to the development and implementation of HSE management systems, fostering continuous improvement to ensure a safe and healthy work environment for employees and the organization.

Work Experience

Client	ROSHN	Nov 2023 To Present
Project	SEDRA PROJECT (RIYADH)	
Company	CHINA HARBOUR	
Consultant	ecec (EAST CONSULTING ENGINEERING COMPANY)	
Role	HSE Officer	

Duties and Responsibilities:

- Inspection of PPEs (Personal Protective Equipments).
- Check safe work plan and work permit.
- Attend Tool Box Meeting.
- Inspection of Color Code System.
- Inspection of Power Tools, Hand Tools and Fire Extinguishers.
- Report any Incident/Accident immediately to the Safety Manager.
- Provide awareness about safety among employees.

- Prepare daily safety report..
- Check the condition of Fire Extinguisher and Grounding of Machine.
- Identify and assess hazards, risks and control measures for a specific operation.
- Conduct ongoing review of operations and processes to identify potential.
- Set up and supervising temporary work areas.
- Supervise the safe handling, storage & disposal of hazardous materials.
- Supervise the operation of any potential hazards in the workplace.
- Ensure that all company employees meet all OSHA requirements.
- Standardize health and safety in order to remain consistent.
- Identify hazardous waste and disposing of it correctly.
- Promote safety initiatives.
- Compile and maintain relevant registers to ensure compliance.
- Document staff information, minutes of meetings, and reports compiled for management.
- Regulatory inspect equipment.

Work Experiences:

- Conduct site inspections and risk assessments.
- Developing and implementing safety policies and procedures.
- Providing training and orientation to workers.
- Investigating incidents and near-misses.
- Collaborating with management and contractors to ensure compliance.
- Monitoring and reporting on safety performance metrics.
- Ensuring adherence to regulations and industry standards.
- Maintaining accurate records and documentation.
- Fostering a safety-first culture on site.

Expertise likely includes:

- OSHA regulations and industry standards
- Hazard identification and control
- Fall protection, scaffolding, and ladder safety
- Personal protective equipment (PPE) and respiratory protection
- Electrical and fire safety
- Emergency response and first aid
- Accident investigation and root cause analysis

Client	RCRC (ROYAL COMMISSION OF RIYADH CITY)	April 2022 To July 2023
Project	RIYADH METRO LINE 3 -	
Company	RAISCO CONTRACTING	
Main Contra..	ANM (AR RIYADH NEW MOBILITY)	
Consultant	RMTC (RIYADH METRO TRANSIT CONSULTANT)	
Role	HSE OFFICER	

Duties and Responsibilities:

- Daily early morning walks through and inspection of work area.
- Conducting daily Toolbox to the work crew according to their activities.
- Color code system implementation on monthly basis.
- Inspecting and updating safety signages and barricades at the site.
- Identifying Hazard and explaining to the workers.
- Coverage of all critical activites including lifting and hot works.
- Maintained Material Safety Data Sheets (MSDS) on chemicals used in the workspace.
- Make sure that PPEs is being used in workplaces according to regulations.
- Make sure that dangerous materials are correctly stored.
- Arrangement and conducting of equipment inspections.
- Monitor activities such as hot work, welding, excavation, un-sage crane lifting, scaffolding.
- Coordinate with the area construction supervisor to rectify the issues;.
- To comply with Proper Housekeeping, Material Management and PPE Compliance.
- Work on risk assessment, JSA, Method Statement.
- Conduct daily TBT with the team and briefing of all present activities and its hazards.
- Prepare and audit HSE daily, weekly, monthly, and annual reports for company, clients..
- Developing and conducting various HSE training for Health & Safety awareness programs.
- Conducted safety surveys of field locations identifying immediate.
- Attend and Lead safety meetings for safety culture improvements.
- Create safety awareness by promoting safety meetings, presentations, open fourm dissussion
- Establish a cordial and professional relationship with employees.
- Maintain compliance with all safety regulations.
- Conduct regular staff meetings to share best practice techniques.
- Standardize health and safety in order to remain consistent.
- Identify hazardous waste and dispising of it correctly.
- Promote safety initiatives.
- Compile and maintain relevant registers to ensure compliance.
- Document staff information, minutes of meetings, and reportscompiled for managements.
- Regularly inspect equipent.
- Check the condition of Fire Extinguisher and Grounding of Machine.
- Identify and assess hazards, risks and control measures for a specific operation or precess.

Project	BLVD RUNWAY PROJECT RIYADH	Aug 2023 To Oct 2023
Client	SELA	
Company	STYRO 3D LEBANON KSA	
Consultant	BV (BUREAU VERITAS CONSULTANT	
Role	HSE OFFICER	

Duties and Responsibilities:

- Inspection of PPEs (Personal Protective Equipments).
- Check sage work plan Work permit.
- Attend Tool Box Meeting.
- Inspection of Color Code System.
- Inspection of Power Tools, Hand Tools and Fire Extinguishers.
- Report any Incident/Accident immediately to the Safety Manager.

Work Experiences

- Providing training and orientation to workers
- Investigating incidents and near-misses
- Collaborating with management and contractors to ensure compliance
- Monitoring and reporting on safety performance metrics
- Ensuring adherence to regulations and industry standards
- Maintaining accurate records and documentation
- Fostering a safety-first culture on site
- Hazard identification and control
- Fall protection, scaffolding, and ladder safety
- Personal protective equipment (PPE) and respiratory protection
- Electrical and fire safety
- Emergency response and first aid

Computer Literacy

- Microsoft Office (MS Word, MS Excel, MS Power Point).
- Documentation
- Internet, Email, and Web Browsing.

Safety Courses

- OSHA 10 hours certificate in general industry (online)
- OSHA 48 hours certificate in occupationa Health and Safety Manager

HSE Training

- Confined space entry Training
- PPEs proper usage training
- Fall Protection training
- Work Permit training
- Fire Fighting Training
- Working at Height Training
- Work related equipment Hazard Training
- First Aid Training

Education

BACHELOR

UNIVERSITY OF MALAKAND 2020 | 2022

Recognized by HEC (Higher Education Commission Pakistan)

INTERMEDIATE SCHOOL CERTIFICATE

MALAKAND BOARD 2017 | 2019

Recognized by IBCC (Inter Board Committee Chairman Peshawar)

MATRICULATION CERTIFICATE

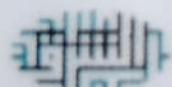
MALAKAND BOARD 2015 | 2017

Recognized by IBCC (Inter Board Committee Chairman Peshawar)

DIPLOMA IN INFORMATION TECHNOLOGY

BTE PESHAWAR BOARD 2022 | 2023

Recognized by IBCC (Inter Board Committee Chairman Peshawar)



شركة الشرق
للاستشارات
الهندسية



SEDRA PROJECT RIYADH ID CARD

Card number: 10813

Name: SULIMAN KHAN

Contractor: CHEC

ID No.: 2584031856

Nationality: PAKISTANI

Expiry Date: 30/12/2025

Position: HSE OFFICER

Training Conducted: HSE Orientation





This is a certificate awarded to

Suliman Khan

on successfully completing

Managing Safely

a course approved and validated by the

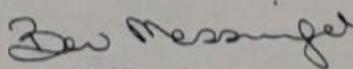
Institution of Occupational Safety and Health

in association with

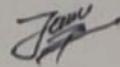
College of Occupational Safety Health

Approved Centre: 3129

Signed on behalf of IOSH


Ben Messinger

Chief Executive


Terry

Course Organiser





Occupational
Safety & Health
American Society



Cooper
Henry D'Cooper
Chief Executive Officer



13-01-2021

Issue Date

Hilton
Marcus Hilton
Director Training



www.oshas.us

OSHA

TRANSCRIPT



LEARNER NAME:

Suliman Khan

COURSE:

30 Hours General Industry Standards

Certificate Number : **0065819**

Issue Date : **13-Jan-2021**

SERIAL #	TOPIC	OBTAINED SCORE	TOTAL SCORE
01	Introduction to Health & Safety Management System	2.5	4.0
02	Ergonomics & Work Related Upper Limb Disorders	4.0	4.0
03	Energy Isolation & LOTOTO	2.1	4.0
04	Electrical Safety & Controls (Basics)	4.0	4.0
05	Introduction to Safety Accountability	4.0	4.0
06	Hazards & their Controls	2.6	4.0
07	Introduction to Safety Supervision	4.0	4.0
08	Fall protection & Safe working at height	2.9	4.0
09	Personal Protective Equipment (PPE)	4.0	4.0
10	Bloodborne Pathogens	4.0	4.0

Morgan Maxwell
Exam Coordinator

OBTAINED SCORE

3.4

OSHAS trainings are provided as per ANSI Standard Z490.1-Criteria. This transcript verifies that the learner have acquired knowledge to satisfy the employer's safety training program requirements.



**UNIVERSITY OF MALAKAND
PAKISTAN**

Serial No. 065814



Session 2019-2021

SULIMAN KHAN Son of RAZIMAND Registration No. 1950054 Private Candidate of District Dir (Lower) having passed the prescribed examination held in Jul-Aug, 2022 under Roll No. 8181 is admitted by the University of Malakand to the degree of

Bachelor of Arts

in Second Division

The examination was taken in parts.

A handwritten signature of the Controller of Examinations is present above the title.

Controller of Examinations

Result Declared on 22-Aug-2022

18127465

Issuance Date 28-Nov-2022

Countersigned

A handwritten signature of the Vice Chancellor is present above the title.

Vice Chancellor

1772791

60417

10572

KHYBER PAKHTUNKHWA BOARD OF TECHNICAL & COMMERCE EDUCATION



ATTESTED
H. S. Khan
YASIR ALI RASHEED PESHAWAR
 Deputy Director NAVTTC RO-KPK

**DETAIL MARKS CERTIFICATE
 COMPUTER COURSE
 PART-II
 DIPLOMA IN INFORMATION TECHNOLOGY 2011**

Name of Candidate	SULIMAN KHAN			
Father's Name	RAZI MAND			
Roll.No.	232646	Session	1ST TERM	2023
Reg.No.	CPIC/CHK/DITR/2nd-22/M-20627			
Institute/College	CHAKDARA POLYTECHNIC INSTITUTE CHAKDARA			



Subject	Total Marks	Obtained Marks			
		Th	Pr	Total	In Words
Part-I Marks		700		475	
1 Introduction to DataBase	100 / 50	62	43	105	One hundred five
2 MS Access	50 / 100	27	91	118	One hundred eighteen
3 E-Commerce & Web Technology	100 / 50	63	45	108	One hundred eight
4 Graphic Design	100 / 50	57	45	102	One hundred two
5 Project	100	-	85	85	Eighty-five

1400

993

Nine hundred ninety-three

CHECKED & VERIFIED

Nasir Feroz
 Dealing Clerk 17/04/2024

SJ
 Asstt: Controller of Exams
 KPK BT&CE Peshawar

Prepared by Nasir FerozChecked by

Result Declaration Date = 23/06/2023

Error(s) & Omission(s) excepted Any mistake in above particulars must be intimated within 30 days of the issuance of this certificate

2024
 CONTROLLER OF EXAMS