

## Resume For The Post of HSE Trainer/Operations Associate



Abdul Raheem Mohammad

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### **Career Objective**

To work in an organization providing good growth prospect, Safe working environment, safe working procedure and excellent job satisfaction from safety point of view.

### **Work Experience**

Approx. 13 Years of professional experience in managing Health, Safety & Environment in various field in United Arab Emirates and Qatar.

### **Experience Summary**

A Qualified & Competent HSE Personal with around 13 years of rich overseas experience in UAE and Qatar (HSE Trainer/Operations Associate). Currently associated with GSS Certis Qatar as the Quality Health Safety Environment & Operations Associate serving the Qatar market assuring 100% Quality delivery to cross Industrial sectors.

### **Professional Skills**

- ❖ Represent the organization in initial kick off and preliminary meetings of the client.
- ❖ Developing and preparing HSE plans, Procedure and reviewing annually.
- ❖ Designing and implementing HSE forms, as and when required for record.
- ❖ Preparing JHA for the work activities of the organization.
- ❖ Organizing safety induction for new employees.
- ❖ Representing the Organization in various HSE meetings.
- ❖ Safe work permits system developing, Training and Implementing.

- ❖ Emergency planning and response / drills, mock drills to verify the effectiveness of the system.
- ❖ Safe working methods in Plants at Pre-Commissioning, Commissioning and Operational areas.
- ❖ Environment control and management.
- ❖ Waste management.
- ❖ Maintain accurate safety statistics. Guide Safety Supervisor & Safety officers
- ❖ Hazard identification and risk assessment.
- ❖ Ensure that the implemented PTW system is strictly adhered.
- ❖ Incident and Accident reporting and investigation.
- ❖ Conducting daily safety inspections and monthly safety audit reports.

### **Areas of Strength**

- ❖ HSE Trainings
- ❖ Ability to conduct HSE orientation, induction/HSE awareness Programs.
- ❖ Annual HSE plan review and implementation
- ❖ PTW system
- ❖ HSE Management System
- ❖ Road safety
- ❖ Management of sub-Contractors HSE
- ❖ Ability to conduct Risk Assessments
- ❖ Ability to analyze incidents and apply different root cause analysis
- ❖ Ability to conduct HSE inspections, audit and reviews
- ❖ Ability to establish fire warden, develop their emergency checklists and train them on their roles and responsibilities
- ❖ Conduct periodical HSE meetings

## **Assistant Operations Manager- GSS Certis-Doha Qatar**

As an Assistant Operations Manager with GSS Certis International taking care of our prestigious client Hamad International Airport-Doha-Qatar from April 2017 till April 30 2021. From 1st May 2021 till January 2023 worked as QHSE and Operation Associate in GSS Certis Training Centre-Doha Qatar. At HIA-Doha as a responsible Assistant Ops Manager I was handling a team of 350 security patrolling wardens' staffs in 2 different shifts for maintaining the safety and security of the Hamad International Airport in Doha.

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## **Responsibility as Assistant Operations Manager at HIA-Doha Airport**

- ❖ Coordinate with the shift leaders from respective shift to ensure that all staffs are in good health before they report on duty.
- ❖ Ensure and follow-up daily tool box talk is conducted at accommodation with all the staffs.
- ❖ Taking care of daily deployment of the staffs as per the daily HIA operational requirements.
- ❖ Daily updating the Operations Manager with the deployment status of staffs at site.
- ❖ Daily updating the HIA client with the daily manpower report of staffs at site.
- ❖ Maintaining the daily attendance of staffs in 2 different shifts for operational requirements.
- ❖ Ensure that all the staffs report on duty on time.
- ❖ Ensure that all the incoming shift and outgoing shift properly punch in/out at the designated area at HIA.
- ❖ Ensure regular briefing in conducted at site on implementation of new procedures.
- ❖ Ensuring that staffs deployed are performing their daily responsibilities as per the set standards of Hamad International Airport.
- ❖ Ensure that all staffs maintain the grooming standards of Hamad International Airport.
- ❖ Training staffs for Ministry of Interior-Public guard department examination.

- ❖ Organizing patrolling of the property to deliver safe airport premises. I am required to liaise with the safety/security department of the airport on important matters and ensure that airport complies with all local safety regulations and emergency procedures.
- ❖ Maintain good communication and work relationships in all areas/departments within the airport. Coordinate with government and law enforcement agencies as necessary. Coordinate additional personnel for conference and banqueting functions in the airport.
- ❖ Assist the airport operation in complying with local fire safety legislation & conducting the fire drill twice in year as per the local regulation in Qatar.
- ❖ Ensure tours are carried out by the patrolling warden staffs for fire prevention, safe means of escape, and security of the airport.
- ❖ Liaise with the airport safety/security department on the implementation of company policies, guides, and matters of mutual interest.
- ❖ Direct and coordinate the activities of all security personnel, engage in the implementation of safety and security procedures for the department, and provide assistance and advice to other departments about security and safety of airport.
- ❖ Prepare incident reports and corrective action plan to avoid reoccurrence.
- ❖ Liaise with departmental heads of sub-contractors to ensure airport staffs are aware of their safety and security responsibilities.
- ❖ Prepare a training plan for every quarter for refreshing the staff doing the job at HIA.
- ❖ Delivering of training packages in English as per the requirement of Hamad International Airport training department.
- ❖ Coordinate and conduct small group and individual training sessions based on staff and organizational learning needs.
- ❖ Lead learning enhancement classes to improve knowledge and people skills for workplace success and advancement. Routinely evaluate business training needs and adjust staff development and educational programs.

- ❖ Develop and manage tracking and reporting progress on training progress. Managed development, implementation, and continuous improvement of training programs, including ongoing learning opportunities companywide.
- ❖ Scheduled and taught weekly internal classes to groups of 12+ employees as and when required.
- ❖ Delivered virtual and live classroom training while identifying training gaps to help PW team. Integrated advanced technology into training session and educated employees on mobile applications.
- ❖ Designed, developed, and delivered online and classroom training for corporate office employees.
- ❖ Worked with corporate leadership to assess existing courses and develop programs to fill gaps. Plan, deliver and facilitate regular staff awareness training in the field of Fire and Safety/Bomb Threats/Screening of Passengers/Customer Service/ GSAT...etc.
- ❖ Oversee the smooth and effective delivery of a range of HSE related training courses in both the classroom and real or simulated industrial environment.
- ❖ Develop, evaluate, modify and update internal skills HSE courses, materials, delivery and content to ensure HSE course performance objectives are met in accordance with skills standards and regional regulatory objectives.
- ❖ Develop additional research instruments, questionnaires or surveys to provide the methodology to collect information to determine HSE training needs and trends.
- ❖ Develop HSE training program performance and learning objectives to provide a standard against which program content/curriculum and delivery may be measured for effectiveness of training.
- ❖ Serve as an HSE liaison to external industry trainers, and administrators to develop cohesive working relationships and facilitate information sharing.
- ❖ Help determine the suitable Skills and/or external HSE learning resources, training programs and delivery methods and techniques to meet identified HSE Management system requirements.

- ❖ Remain current in the job specific skills through professional development courses and organizations, or training networks. Provide regular reports on existing and proposed training programs to show the effectiveness and efficiencies of our internal and external training processes. Perform other related duties as per HOD guidance.
- ❖ Provide assistance and direction to the company regarding all HSE training related matters during the absence of HOD.
- ❖ Prepared to work evenings and weekends when required. Attend all the client weekly meeting as and when scheduled.

**As per the Hamad International Airport Training Department Requirement Delivered The Following Trainings to New Joiners At Hamad International Airport Training Facilities at Doha-Qatar**

- ❖ Meet and Greet
- ❖ Grooming Standard
- ❖ Fire and Safety at HIA
- ❖ GSS and HIA Customer Service Training
- ❖ GSAT- General Security Awareness Training
- ❖ HIA Safety Induction
- ❖ Building Security Awareness Training
- ❖ SOP- Standard Operation Procedure
- ❖ Effective Communication and Note Taking
- ❖ Patrolling Warden Training
- ❖ Foot Patrolling Duties at Hamad International Airport
- ❖ Door Force Drill
- ❖ Bomb Threat/ MOI-Airport Security (Prohibited Articles)
- ❖ Incident Escalation and Response (Crowd Control and Event Security)
- ❖ FCC Operations- Fire Command Operation
- ❖ Permit to Work at Hamad International Airport
- ❖ ASAT- Airport Safety Awareness training
- ❖ COVID-19 Awareness Training

## **Health and Safety Services**

- ❖ Ensure a safe workplace environment without risk to health.
- ❖ Develop HSE policies, guidelines and procedures relating to health and safety work environment
- ❖ Ensure that all Health & Safety policies, procedures, rules and regulations are adhered to and are regularly reviewed, updated and communicated.
- ❖ Ensure the company meets its statutory obligations in all areas pertaining to health, safety and welfare at work, including statutory training and reporting.
- ❖ Ensure the completion and regular review of risk assessments for all work equipment and operations.
- ❖ Work with general service department and arrange for the purchase of suitable equipment and accessories for staff
- ❖ Ensure that all accidents are documented, investigated and recommended improvements implemented.
- ❖ Ensure that safety inspections are carried out, fire drills and fire alarms are correctly reported, safety inspections, risk assessments and lone working procedures are managed and employees are aware of their responsibilities.
- ❖ Establish a full program of documented health & safety inspections, audits and checks.
- ❖ Establish structured programs of health & safety training throughout the Organization. Liaise with external health & safety consultants in the provision of training programs and health and safety services.
- ❖ Keep up to date with all aspects of relevant health, safety & welfare at work legislation and communicate relevant changes to the organization.
- ❖ Provide regular reports to the Head of Unit, Human Resources Manager, and Board of Directors/Senior Management Team on relevant health and safety activities.
- ❖ Liaise with suppliers i.e., Insurers, solicitors etc. Any other reasonable duties which may be required by management from time to time.
- ❖ Preparing various health & safety reports.
- ❖ Preparing presentation of safety coordination meeting with trend analysis.

- ❖ Assist to HSE Manager in near miss, accident/incident investigations.
- ❖ Co-ordinate with the client & Consultants for safety related activities on various work fronts.
- ❖ Develop & implement an effective safety, hazard control & hygiene program.
- ❖ Responsible for Checklist Guidelines of the working areas.
- ❖ Responsible for managing, maintaining and continually improving the health, safety and loss prevention, protection of the facility, while promoting responsible use of resources.
- ❖ Observing safety toolbox meeting to all workers prior to start of work.
- ❖ Provide advice and counsel to employees regarding compliance of the project.
- ❖ Preparing and submitting daily/weekly report to the company or to safety manager in a specified form.
- ❖ Report to HSE manager to give feedback on the assigned area HSE performance at Site.
- ❖ Prepare utility protection plan as per site requirements.
- ❖ Prepare daily internal/external site inspection report. Authorized for reviewing various permits.
- ❖ Conduct In-house Trainings & maintain log report. Inspection of third-party certificates of equipment's.
- ❖ Coordinate with site HSE officers & compile safety documents on daily basis.
- ❖ Coordinate the projects HSE efforts with company and the client's requirements.
- ❖ Developing safety posters, signs, slogans, bulletins, etc. and distributing.
- ❖ Making logs for Daily report. Communicating safe work method statement of various activities.
- ❖ Giving short Awareness trainings prior to work with related tasks.
- ❖ Monitoring and enforcing of the Safety Policies and Procedures.
- ❖ Identify flow and non- conformities and communicate them to the workers and supervisors to enable them to take necessary corrective measures.
- ❖ Implement diverse safety awareness and enhancement programs.



## **Handling Workplace Harassment, Conflict Resolution and Investigation**

- ❖ Interviews staff members and discusses with them human relations and work-related problems that adversely affect morale, health and productivity.
- ❖ Evaluates and resolves human relations and work-related problems and meets with management to determine appropriate action.
- ❖ Investigates problems such as working conditions, disciplinary actions, and employee and applicant appeals and grievances. According to circumstances, provides guidance and recommendations for problem resolution to departmental officials and individuals.
- ❖ Assists in the resolution of specific disciplinary or grievance cases, including acting as an arbiter between the staff and the division manager
- ❖ Ensures that all employee matters are handled with consistency and fairness without discrimination
- ❖ Ensures that grievance handling and disciplinary proceedings are carried out in line with the policy
- ❖ Helps employees, supervisors and departmental heads to settle work related conflict through advice and recommendation
- ❖ Explains and provides advice to staff about the governing rules, regulations and procedures and need for compliance.
- ❖ Provides counsel and advice to managers and staff regarding company policies and procedures.
- ❖ Responds to and resolves all types of discrimination charges and grievance
- ❖ Develops, schedules, and conducts technical, management and interpersonal skills training to improve employee performance
- ❖ Prepares Newsletters and other reports to communicate information about employee concerns and comments and organizational actions undertaken
- ❖ Conducts exit interviews with staff to determine if corrective action may retain valued staff

## **Employee Relations**

- ❖ Establishes and maintains good relationships between managers and staff.
- ❖ Assists in the resolution of specific disciplinary or grievance cases, including acting as an arbiter between the staff and the manager.
- ❖ Ensures that grievance handling and disciplinary proceedings are carried out in line with company rules.
- ❖ Liaises with recourse mechanisms such as: HRD, Appeal Committee and Counselling Officer.
- ❖ Builds employee relations capacity and enables management effectiveness through the execution of proactive employee relations initiatives and the delivery of targeted training programs.
- ❖ Implements proactive employee relations initiatives and responds to counselling officer.

## **Experience Summary**

Worked from May 2012 till March 2017 as Sr.Training Officer/HSE Officer with Euro Gulf Consultant serving the contractor client assuring 100% site HSE contracting job is delivered in professional manner.

## **Delivering the Following HSE Trainings to the New Learners**

- ❖ Basic & Advanced First Aid
- ❖ Basic & Advance – Fire Fighting
- ❖ Permit to Work
- ❖ Basic Scaffolding Erection and Dismantling
- ❖ Scaffolding Inspector / Supervisor.
- ❖ Basic-Rigging & Slings & Banksman
- ❖ Basic Lifting Supervisor
- ❖ Work at Height/Ladder Safety and Inspection
- ❖ Defensive Driving
- ❖ Basic Confined Space/ Supervisor Confined Space/AGT
- ❖ Accident Incident Investigation

- ❖ Personal Protective Equipment
- ❖ Hand & Power Tools
- ❖ IOSH-Managing Safely & Working Safely
- ❖ Heat Stress During Summer
- ❖ LOTO- Lockout/Tagout
- ❖ HIRA-Hazard Identification Risk Assessment
- ❖ On the Job Training
- ❖ Risk Management
- ❖ Road Safety and Traffic Management
- ❖ Security Guards Training
- ❖ Security Supervisor Training

### **Clients Taken Care During the Tenure of Job in UAE**

- ❖ Abu Dhabi International Airport- Midfield Terminal Project
- ❖ Six Construction (BESIX)
- ❖ HLG ( Habtoor Leighton Group)
- ❖ China State Constructions
- ❖ AECOM
- ❖ PARSONS
- ❖ Anel Emirates
- ❖ ThyssenKrupp
- ❖ Carrefour
- ❖ L & T
- ❖ Drag and Skull
- ❖ ALSTOM
- ❖ Emirates Steel
- ❖ ADNOC
- ❖ ENOC
- ❖ GCC Cement
- ❖ CCC
- ❖ ARABTEC

## **Career Features & Previous Experience**

**Operations Supervisor/Trainer Responsibilities:** - Worked at Sawaeed Certis LLC-Abu Dhabi as an Operations Supervisor from May 2009 till April 2012 managed day to day operations of all Safety/Security activities in Abu Dhabi. Ensure compliance and manage requirements and relationships of NSI and PSBD and ensure complies with their policies and procedures. Ensure HSE standards and policies are in place on each site and monitored. Manage and maintain client relationships and affect constant improvement plan for all contracts.

### **Key Objectives of the Job**

Managing the day to day Safety/Security Training operations in Abu Dhabi and ensuring all safety/security activities at all times meets standards of service and standard operating procedures are followed.

- ❖ Responsible for the relationship and compliance of NSI and PSBD. Ensure company complies to both requirements and submits the correct documentation and meet monthly report requirements and deadlines as per PSBD requirements
- ❖ Ensure that recruitment and provide suitably trained security staff that meet NSI & PSBD requirements and cater to the clients changing needs i.e. retail, banking customer care etc.
- ❖ Ensure all required license applications, official approvals and permits for operating in Abu Dhabi are applied for and maintained to avoid violations.
- ❖ Ensure all staff attends appropriate training courses and full training records, renewal dates, qualifications etc. are kept and managed.
- ❖ To liaise with local authorities and clients whilst maintaining a good working relationship and that the client is advised of any changes in regulations or procedures.

## **Educational Qualification:-**

- ❖ Graduate in Bachelor of Arts- **3 years**
- ❖ Diploma in Fire and Safety Engineering Techniques- **2 years**
- ❖ Post Graduate Diploma in Health Safety and Environment- **1 year**
- ❖ Advance Diploma in Industrial Safety- **1 year**

## **Professional Qualification:-**

- ❖ Level 3 Award in Education and Training (RQF) Approved by TQUK-UK
- ❖ TQUK Level 3 Certification in Assessing Vocational Achievement (RQF)- Approved by TQUK-UK-**Ongoing**
- ❖ National Association of Safety Professional-Certified Safety Manager- Wilmington-United States
- ❖ Level 3 Award in Health and Safety at Work Place
- ❖ NEBOSH/HSW
- ❖ IOSH Managing Safely
- ❖ IOSH Train the Trainer
- ❖ First Aid International- Train the Trainer
- ❖ OSHAcademy-Train the Trainer/ IOSH-Train the Trainer
- ❖ Combatting Wild Life Trafficking- Airport Council International
- ❖ ASAT- Airside Safety Awareness Training- Train the Trainer- Hamad International Airport- Doha Qatar
- ❖ ACS-Access Control System- Train the Trainer- Hamad International Airport
- ❖ Customer Service- Train the Trainer- Hamad International Airport
- ❖ GSAT- General Safety Awareness Training- Hamad International Airport
- ❖ AVSEC- 5 Days Training- Hamad International Airport

## **Registered and Approved Trainer from Highfield-UK**

- ❖ Approved Highfield Trainer for conducting the following training.
- ❖ **Abdul Raheem Mohammad- Tutor Number: 32968 is now registered to provide Highfield Qualifications approved training programs leading to the following qualifications:**
- ❖ HABC Level 2 International Award in Work at Height
- ❖ Highfield Level 1 International Award in Fire Safety
- ❖ Highfield Level 1 International Award in Health and Safety for Construction Labor's and Site Visitors
- ❖ Highfield Level 1 International Award in Safe Moving and Handling
- ❖ Highfield Level 1 International Award in Work at Height
- ❖ Highfield Level 1 International Award in Working in Confined Spaces
- ❖ Highfield Level 2 International Award in Fire Safety
- ❖ Highfield Level 2 International Award in Health and Safety in the Workplace
- ❖ Highfield Level 2 International Award in Risk Assessment
- ❖ Highfield Level 2 International Award in the Control of Substances Hazardous to Health (COSHH)
- ❖ Highfield Level 3 International Award in Health and Safety for Accommodation Supervisors
- ❖ Highfield Level 3 International Award in Health and Safety for Construction Supervisors

**Computer Skills:** - Microsoft Office (Word, PowerPoint, Excel)

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**Professional Membership:-** 1. IIRSM-MIIRSM-UK (Full Membership)

2.NASP- US (Silver Membership)

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**Para Counselling Workshop:** - Successfully Completed 5 days' workshop on Para Counselling from **NEUROWYZR-Singapore.**

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**IELTS Exam:** - **6 Band**

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**ADVETI:** - Successfully Completed the Abu Dhabi Occupational Health and Safety Practitioner Course- Al Jazirah Institute of Science and Technology-**Abu Dhabi-UAE**

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**Personal Profile:-**

DOB	: 18/05/1977
Gender	: Male
Marital Status	: Married
Dependent	: One
Nationality	: Indian

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**Declaration:** - All the above given details are updated and true to the best of my knowledge and belief and I can produce the relevant credentials as and when required by Management.

**Place:-India**