



 **Saudi Arabia**
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EDUCATION

MBA in Marketing & Finance

Azad Institute of Engineering and Technology |India
Jul. 2007 – Jul. 2009

B. Com

Tilak Dhari Post Graduate College |India
Jun. 2004 - July 2007

PROFESSION HSE COURSE

- IOSH
- OSHA
- NEBOSH IGC 1 & 2
- ADVANCE INDUSTRIAL SAFETY AND FIRE MANAGEMENT

PROFESSIONAL TRAINING HSE APPROVED

- WPR THIRD PARTY
- ARAMCO ID
- GAS TESTOR
- CAMP INSPECTION
- SAOO ORIENTATION
- KPD24-1458 ORIENTATION
- H2S & SCBA
- FIRST AID & CPR
- FIRE FIGHTING
- WORKING AT HIGHT

CORE COMPETENCIES

- OHS procedure.
- 5-star safety
- Safety management system
- Construction safety

Faizan Ahmad Khan

HSE (Aramco HSE Approved)

<https://join.skype.com/invite/B4bHv2szFyx6>
<https://teams.live.com/join/FEA2n1I5BtpvZxEvQQ>

PROFESSIONAL OVERVIEW

15+ years' experience as an *organized & energetic professional* predominantly in coordinating & corresponding work Jeddah Airport of SECO and Client with strong Technical & General administration skills. As a **Safety officer, Safety Supervisor**, Document controller, Project coordinating **Dependable**, loyal & enthusiastic change agent with proven track record in improving efficiencies, reducing costs & increasing revenues Able to prioritize multi tasks effectively, delegate tasks & make sound decisions to achieve results within a time frame & budget. Strong leadership skills; Self-motivated team player known for building highly efficient teams by creating a very strong relationship & rapport with individuals & groups at all organizational levels; lead & motivate them to achieve positive results.

INDUSTRIAL EXPERIENCE

SITE SAFETY OFFICER & SUPERVISOR

April. 2024 – Present

Momac & Gcc Contracting Co. Ltd.| Saudi Arabia

PROJECTS

Aramco Wellsite Construction Development

RESPONSIBILITIES

- Safety induction for new employees.
- Conducting routine functional tasks i.e., Toolbox meeting, special safety meeting.
- Ensure the compliance of Saudi Aramco-CSM and GI.
- Preparation of JSA.
- Ensure the work permit before starting the work.
- Guide and train site staff and workers on HSE implementation.
- Identify unsafe conditions /acts at workplaces.
- Analyze and understand safety requirements of hazardous activities.
- Encourage HSE awareness / Implementation.
- Accident / incident, investigation report.
- Co-ordinate with costumers/Consultants HSE Representative for audit closing of the actions HSE meeting etc.
- Preparing daily site safety reports.
- Obtaining necessary work permits that is required for the job to execute.
- Participate in audit programs to monitor compliance with co-operate and statutory safety requirement.
- To maintain good Housekeeping inside the site as well as outside the site.

SAFETY OFFICER

April. 2023 – March. 2024

Cat group Saudi Arabia

PROJECTS

Berri Gas

RESPONSIBILITIES

- Coordinating with company management in formulating the safety, health & Environment plan in line with company policy.
- Carryout continuous monitoring of critical activities focus & O&HS accordingly.
- Inspection of the working equipment to verify the condition is oh to commence the work safely during operation.
- Monitoring of unsafe acts & unsafe condition and rectify accordingly.
- Prepare JSA if required and advice control measure as per the task.
- Advice and assist operation and Maintenance irrigated to the safety concern during operation & support during TA & Shutdown.
- Developing training materials and presentations for the training and conducting the same independently for all employees to create awareness which will help in achieving HSE goal.
- Carrying out incident/ accident investigation and recommending appropriate Control measure.
- As a member of the Risk Assessment team for the purpose of OHSAS Implementation, carrying out Risk Assesmen1 for all related activities and providing to the concerned

- management
- Environment management system
- Selected work-related health hazard & control
- Ergonomics
- Reports generation and analysis
- Performance updates
- Time Management
- Leadership Qualities
- Team coordination
- Relationship development

OTHER ACHIVEMENT

- Incident Investigation & Report Writing
- Construction Safety.
- Demonstrate and promote safety leadership.
- Carried out the periodic check to determine the adequacy of safety system to evaluate the effectiveness of action takes to prevent the personnel injury.
- Preparing Weekly statistical report.

COMPUTER SKILLS

- DCA
- SAP
- Microsoft Dynamics
- MS Word
- MS Excel
- MS Power Point

PASSPORT DETAILS

Passport No: S3863964
 Passport Valid: 2028
 Date of Year : 1986
 Iqama No: 2546433695
 Iqama status: Transferable
 D/L Valid : KSA & India

LANGUAGES

- Arabic
- English
- Urdu
- Hindi

- parties to ensure safe practices to be done to present accidents.
- Conducting HSE Meeting with management in essence of reviewing and formulating the HSE stan Dard
- Carrying out inspection to ensure the implementation of safety regulation during handling of chemicals and conducting awareness training program on MSDS.
- Liaising with Client, consultants and subcontractors to discuss and sort out the Safety issues, if any.
- Conduct effective HSE Induction Training for all new employees to site.
- Toolbox Meetings to be ensured as per Schedule: -
- Daily by Trade Foreman to Workforces, Weekly with all Trade Foreman and Workforces, Weekly with all Site Engineers and Staff.

SAFETY OFFICER & SUPERVISOR

March. 2022 – March. 2023

United Constructors Contracting Co. Ltd.| Saudi Arabia

PROJECTS

Juffali Industrial Park Mercedes Benz Construction (KAEC)

RESPONSIBILITIES

- Implementing the rules and regulation of safety as per the procedure.
- Conducting routine functional tasks i.e., Toolbox meeting, special safety meeting.
- Conducting of safety training and creating awareness to all workers.
- Preparing daily site safety reports.
- Regular inspection and maintenance of safety firefighting equipment’s. Site safety inspection.
- Obtaining necessary work permits that is required for the job to execute.
- Attend toolbox meeting with client Weekly joint safety inspection with client and making deviation report.
- Inspection of all equipment in site and make checklist for this equipment Safety orientation to all new employees.
- To maintain good Housekeeping inside the site as well as outside the site.
- Fire and safety inspection for the daily work progress.

SAFETY OFFICER

Feb. 2020 – Feb. 2022

Mohammed Al Ojaimi Contracting Est. | Saudi Arabia

PROJECTS

- Replacement of 110 & 132 KV LPOF cable with XLPE cables**
 #4400008140
 Length of cable laying: 12 km
 Cost of Project: SAR 318 million
- Emergency Repair for of 110 & 132 KV LPOF cable with XLPE cables**
 #4400009762
 Length of cable laying: 1 km
 Cost of Project: SAR 5 million
- Emergency Repair for of 110 & 132 KV LPOF cable with XLPE cables**
 #4400011318
 Length of cable laying: 1.5 km
] Cost of Project: SAR 10 million
- System reinforcement cable installation PP3**
 #4400007960
 Length of cable laying: 14.3 km
 Cost of Project: SAR 37 million
- Installation of cable 110 KV underground cables for Rawdah2**
 #4400004486
 Length of cable laying: 9 km Double circuit
 Cost of project: SAR 51 million.

PROJECT COORDINATOR

Feb. 2015 – Feb. 2020

Mohammed Al Ojaimi Contracting Est. | Saudi Arabia

RESPONSIBILITIES

- Drawings, Senior Document controller & Handle Accounts section or Transport Department Fully.
- Develop and maintain document control processes for the efficient management and

- recording all
- Documentations
- Ensure that all the relevant Project documentation are registered / maintained in the MD AX-2012
- (Microsoft Dynamic-AX)
- Develop Photocopies / Binding and transmitting of documents as part of client's submission.
- Assist with the general project administration.
- Liaise with Project Management & team, Client, and Sub-contractors effectively and resolve problems.
- and issue's relating to documentation.
- To maintain a safe and secured working environment within Document Control
- To handle the company transport department fully.

SAFETY OFFICER

Mar. 2012 – Mar. 2014

Zenith Engineering in TATA STEEL. Company | India

- Worked as a Safety Officer in Tata Steel.

RESPONSIBILITIES

- Site inspection before starting the job to identify hazard & minimize risk
- Participation in toolbox meeting with supervisor & deliver important message to worker regarding safe work
- Conduct walks through with construction concern person & resolve issue
- Monitor area to make sure work is going on safely & instruct worker to do safe work.
- Implementation of all safety rules as per procedure
- Assist safety manager to site walk through & safety meeting.
- To check and evaluation the work to insure area free from risk hazards.
- Reply all client safety issue.
- Implementation of work permit system
- Communication with site construction supervisor and advised to follow safety rules.
- Coordination with subcontractor safety time to time regarding safety matter
- Inspection and monitoring of lifting, hot work, confined space etc on going safely.
- Check the Scaffold tag system, fire prevention on site.
- Check necessary training for worker, operator, rigger, fire watch, stand by man and supervisor.
- Stay all time on site and monitor area.
- Response on any emergency situation and control
- To make sure all workers are using proper PPE on work site.

PUBLIC RELATION OFFICER & ADMINISTRATION

Mar. 2009 – Mar. 2012

Future Document Clearance Company | Bahrain

RESPONSIBILITIES

- Coordination work with LMRA (Labor Market Regulatory authority). The Labor Market Regulatory Authority (LMRA) is a government body in Bahrain with a corporate identity endowed with full financial and administrative independence under the authority of a board of directors chaired by the Minister of Labor
- Handle customer inquiries, complaints, billing questions and payment extension/service requests.
- Calm angry callers, repair trust, locate resources for problem resolution and design best-option solutions.

DECLARATION

I hereby declare that the above written particulars are true to the best of my knowledge and belief. Assuring utmost faithfulness and dedication in the work assigned, if selected in your company.

Place:

Thanking you,

Date:

FAIZAN AHMAD KHAN