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### Location

Tabuk, Sharma, KSA

## Personal Details

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Neom Sindalah ID: 80196371

## Areas of Expertise

- Hospitality FM
- HSE Management
- QHSE Lead
- Health & Safety Engineering
- Facility Management
- Risk Assessment & Mitigation
- Safety Audits
- Quality Management Systems (QMS)
- ISO 9001, ISO 45001
- Safety Training & Development
- Safety Policy Implementation
- Incident Investigation
- Contractor Compliance
- Access Permits Management
- Environmental Sustainability
- Safety Culture Development
- Electrical Engineering
- Risk Analysis & Control
- Regulatory Compliance
- Operational Excellence
- Quality Control
- Process Optimization

# Muhammad Salman Rafique

## Certified Electrical Engineer | HSE Manager

- Accomplished Electrical Engineer with over 10 years of professional experience specializing in QHSE Management, Facility Operations, and Auditing in high-impact environments.
- Demonstrated expertise in ISO Standards (9001:2015, 45001:2018) with certifications in NEBOSH, IOSH, and OSHA, ensuring adherence to international safety and quality benchmarks.
- Adept at conducting Comprehensive Risk Assessments, formulating RAMS Documentation, and delivering impactful Safety Training Programs to enhance organizational safety culture.
- Extensive experience in managing Facility Management Systems, executing QHSE Audits, and preparing Compliance Documentation for regulatory and operational excellence.
- Proficient in utilizing advanced tools such as AutoCAD 2D, MS Office Suite, and IT Networking Technologies to optimize project execution and reporting.
- Multilingual Communicator fluent in English, Urdu, Punjabi, and Pashto, with intermediate proficiency in Arabic, enabling seamless communication across diverse teams.
- Proven track record of driving operational efficiency, achieving compliance objectives, and fostering a culture of safety and quality excellence in dynamic work environments.

## Experience

### QHSE Auditor

Jul 2024 – Present

Initial Saudi Group, Sindalah Island, Neom City, KSA

#### Summary:

Strategically managed QHSE systems and facility operations audits to ensure compliance with international standards, including ISO 9001 Quality Management Processes and Procedures and ISO 45001, driving organizational efficiency and safety excellence in a high-profile environment focused on Hospitality FM.

#### Responsibilities:

- Compliance & Risk Management:
  - Conducted comprehensive facility audits to ensure alignment with ISO 9001, ISO 45001, and operational best practices.
  - Designed proactive risk mitigation strategies, identifying and resolving compliance gaps efficiently.
- Documentation & Systems Development:
  - Spearheaded the development of advanced QMS frameworks, optimizing reporting and audit trails.
  - Integrated digital compliance tools, streamlining audit management processes and enhancing KPI tracking to boost productivity and system efficiency.
- Stakeholder Collaboration:
  - Partnered with key entities like CBRE and Sindalah FM, ensuring alignment of compliance strategies with stakeholder objectives.
  - Facilitated tailored QHSE training sessions, improving safety knowledge across diverse teams.

#### Achievements:

- Instrumental in achieving a 100% external compliance rate within the first quarter of tenure.
- Led the implementation of a digital monitoring system, improving operational oversight and system productivity.

### QHSE Manager

Jan 2024 – July 2024

Safari, MISK City, MISK School, Riyadh, KSA

#### Summary:

Directed QHSE programs and managed compliance efforts, ensuring operational safety and adherence to international standards in a dynamic educational environment.

# Education

## Bachelor of Electrical Engineering (Communication)

Riphah International University,  
Islamabad, Pakistan, 2014

## Hssc Pre-engineering, Board of Intermediate & Secondary

Jinnah Memorial College  
Address Mardan Board, Pakistan,  
Nowshera Cantt, Pakistan, 2009

## SSC Science, Board of Intermediate & Secondary Education

Mardan S.T Joseph High School  
Address Mardan Board, Pakistan,  
Risalpur Cantt, Pakistan, 2007

# Certification

- ISO 9001:2015 Lead Auditor (Quality Management System)
  - Institution: Famous Arabia by Exemplar Global, Tubli, Bahrain
  - Date: 16/08/2022 – 20/08/2022
  - Website: Famous Arabia Verification
- ISO 45001:2018 Lead Auditor (Occupational Health & Safety Management Systems)
  - Institution: Famous Arabia by Exemplar Global, Tubli, Bahrain
  - Date: 02/08/2022 – 06/08/2022
  - Website: Famous Arabia Verification
- NEBOSH International General Certificate in Occupational Health and Safety
  - Institution: AVT Academy, United Kingdom
  - Date: 21/09/2021 – 13/12/2021
  - Website: NEBOSH
- Highfield Level 2 International Award in Fire Safety
  - Institution: Highfield Qualifications, United Arab Emirates
  - Date: 10/09/2018
  - Website: Highfield Qualifications

### Responsibilities:

- Policy & Standards Implementation:
  - Developed and deployed comprehensive safety and quality frameworks, ensuring adherence to ISO 45001.
  - Established robust HSE SOPs and RAMS protocols, proactively identifying and addressing potential risks.
- Audit & Compliance Oversight:
  - Conducted detailed internal audits to ensure regulatory compliance, minimizing non-conformance issues.
  - Monitored KPI metrics, delivering actionable insights to enhance safety outcomes.
- Team Leadership & Training:
  - Led cross-functional teams to execute QHSE initiatives, ensuring consistent performance excellence.
  - Delivered engaging safety training programs, achieving a significant reduction in workplace incidents.

### Achievements:

- Successfully achieved dual ISO certifications ahead of schedule.
- Reduced incident rates by 25% through targeted risk reduction strategies.

## Manager Safety & Training

Nov 2021 – Jan 2024

Imarat Group of Companies, Islamabad, Pakistan

### Summary:

Orchestrated safety and training initiatives for a leading construction enterprise, enhancing compliance standards and fostering a robust safety culture.

### Responsibilities:

- Safety Operations Management:
  - Designed and implemented holistic safety management systems, driving continuous improvement in compliance.
  - Conducted thorough incident investigations, delivering insights for systemic risk mitigation.
- Training Programs & Performance Tracking:
  - Developed organization-wide training programs, achieving enhanced engagement and knowledge retention.
  - Analyzed safety KPIs, aligning strategies with long-term operational goals.
- Regulatory Compliance & Documentation:
  - Maintained meticulous certification documentation, ensuring adherence to ISO 9001 and ISO 45001 standards.
  - Oversaw audit preparation, facilitating seamless certification processes.

### Achievements:

- Maintained an exemplary safety performance record, setting a benchmark for safety excellence.
- Increased training participation rates by 40%, leveraging innovative training methodologies.

## HSE Engineer

Nov 2017 – Oct 2021

International Safety & Technical Services (ISTS), Islamabad, Pakistan

### Summary:

Implemented advanced safety protocols and audit processes, contributing to operational excellence across multiple high-stakes projects.

### Responsibilities:

- Audit & Safety Protocols:
  - Conducted periodic HSE audits, ensuring compliance with national and international safety standards.
  - Developed innovative hazard assessment tools, enabling real-time risk management.
- Operational Optimization:
  - Optimized HSE workflows through lean principles, reducing operational delays by 20%.
  - Integrated TQM practices, fostering a culture of continuous improvement in safety standards.

- OSHA 30 Hour General Industry Safety & Health
  - Institution: Professional Safety Training & Consultancy (PSTC), Pakistan
  - Date: 29/07/2018
  - Website: OSHA
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- Institution of Occupational Safety & Health (IOSH)
  - Institution: Pakistan Safety Training & Consultancy (PSTC), Pakistan
  - Date: 19/07/2018
  - Website: IOSH
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- Fundamentals of Health & Safety in the Workplace
  - Institution: Alison, Ireland
  - Date: 11/08/2016
  - Website: Alison
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- Certification in Power BI
  - Completed a 4-hour introductory training and successfully passed the final test, certified by Tarcisio de Oliveira Filho, Microsoft Certified Trainer (MCT)

## Languages

- English
- Urdu
- Arabic
- Punjabi
- Pashto

- Training & Awareness:
  - Designed and delivered targeted safety training programs, emphasizing hazard identification.
  - Engaged with teams to enhance awareness of proactive safety measures.

### Achievements:

- Successfully introduced a real-time reporting tool, improving response times by 25%.
- Consistently surpassed compliance benchmarks in consecutive audits.

## QHSE Engineer

Sept 2015 – Oct 2017

King Fahd Specialist Hospital, Tabuk, KSA

### Summary:

Enhanced operational efficiency and regulatory compliance for a premier healthcare facility, ensuring alignment with CBAHI standards and industry best practices.

### Responsibilities:

- Facility Oversight:
  - Monitored BMS operations, maintaining optimal facility performance and energy efficiency.
  - Conducted emergency readiness drills, improving organizational preparedness.
- Regulatory Compliance:
  - Ensured compliance with CBAHI accreditation standards, streamlining internal processes.
  - Produced detailed compliance reports, facilitating regulatory inspections.

### Achievements:

- Reduced energy costs by 15% through innovative energy optimization strategies.
- Successfully secured CBAHI accreditation, exceeding expected performance metrics.

## Electrical Engineer

Aug 2014 – Aug 2015

Al-Rational Traders, Islamabad, Pakistan

### Summary:

Executed critical technical installations, maintenance, and project delivery in renewable energy, surveillance systems, and network infrastructure. Delivered seamless integration of technologies, ensuring high-quality outcomes in residential and commercial environments.

### Responsibilities:

- Renewable Energy Systems:
  - Designed and implemented solar energy solutions, achieving optimal energy efficiency for diverse client needs.
  - Conducted system performance analysis and recommended improvements, enhancing operational reliability.
- Surveillance Technology Deployment:
  - Led the installation of advanced PELCO CCTV surveillance systems, ensuring comprehensive security coverage.
  - Managed system calibration and integration, delivering high-resolution monitoring capabilities.
- IT Networking & Infrastructure:
  - Installed robust IT networking systems, enabling seamless connectivity across operational setups.
  - Ensured optimal performance of network components through proactive system diagnostics and maintenance.

### Achievements:

- Successfully deployed PELCO CCTV systems for Serena Hotel, Islamabad, enhancing its security infrastructure.
- Delivered renewable energy projects that exceeded client expectations, earning recognition for technical excellence.

Dear Hiring Manager,

I am writing to express my interest in the Health, Safety, and Environmental Manager position at your esteemed company. With over 10 years of experience in health and safety engineering, quality control, and facility management, I am confident in my ability to contribute positively to your team. I have a strong background in conducting safety audits, risk assessments, and implementing safety protocols in high-risk environments, which aligns with the requirements of your organization.

My experience spans across various industries, including construction, facility management, and engineering. I hold several certifications, including NEBOSH, IOSH, ISO 45001, and ISO 9001, which have equipped me with in-depth knowledge of safety management systems and quality assurance protocols. I have successfully led numerous projects, including safety audits, risk assessments, and the development of safety culture in organizations, all of which resulted in a significant reduction in workplace hazards and accidents.

I am particularly excited about the opportunity to work with your company because of its commitment to excellence and continuous improvement in safety standards. I am confident that my skills in safety management, risk assessment, and safety audits will add value to your team, helping your organization maintain a safe and compliant working environment for its employees and stakeholders.

I would be grateful for the opportunity to further discuss how my experience and skills can benefit your company. Thank you for considering my application. I look forward to the opportunity to contribute to your team.

Yours sincerely,  
Muhammad Salman Rafique