

# Sarathkumar Shivaji

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## PERSONAL SUMMARY

Experienced health and Safety professional promoting optimal health and safety in construction and industrial spaces. Committed to identifying and improving substandard processes, while solving safety issues. Experienced in ensuring optimal workflow and efficient production in projects. Bringing forth an in-depth understanding of HSE management aimed at improving safe work processes and functions. A strong leader with excellent communication skills and a commitment to teamwork.

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## WORK EXPERIENCE

02/2019 - Present

### **Safety Officer, Naffco Electromechanical LLC, Dubai-UAE**

**Projects:** High rise Buildings, DEWA, SRTA, EXPO-2020, Khorfakkan Tunnels

Responsibilities:

- Inspected worksites, practices and gear for compliance with established Safety Standards.
- Monitored work zone traffic management in tunnel Projects.
- Assisted in preparing HSE plans, Traffic Management Plans as per project requirements.
- Carried out site safety induction for new employees admitted to site and verifying their documents as per legal requirements
- Prepared risk assessments for projects.
- Prepared and submitted detailed weekly HSE reports with statistics and weekly activities to line managers.
- Implemented safety training in safety culture across personal groups.
- Conducted internal Safety audits.
- Conducted accident/incident investigations and submitted detailed reports to line Managers.
- Reduced safety incidents by training and teaching risk management techniques, hazard identification and documentation.
- Recognized, documented and advised on removal of hazards.
- Checked written STARRT Cards and permits for adherence to regulations.

05/2018 – 10/2018

**Safety Engineer, Advanced Technical Services, Doha-Qatar**

**Projects:** White Palace Metro Station, Green Line Underground Project, Qatar Rail

Responsibilities:

- Oversaw third-party contractor operations to maintain HSE standards while operating on site.
- Managed and coordinated a team of HSE officers.
- Conducted site walk-through, identified and highlighted possible threats to the Project management for immediate actions.
- Carried out site safety induction for new employees admitted to site and verifying their documents as per legal requirements
- Prepared risk assessments and implemented the control measures.
- Prepared worksite incident investigations, determined the cause and fault to ascertain liability.
- Reviewed production work processes to detect possible safety concerns, drafting corrective measures where appropriate.
- Drafted guidelines for hazard control programs such as fall protection, electrical safety, confined space etc.
- Tested plants and equipment for safety concern, verifying compliance with local HSE regulations.
- Investigated accidents, injuries or occupational diseases to determine the causes and preventive measures.
- Evaluated potential health hazards or possible damages from product misuse.

03/2018 – 04/2018

**Safety Officer, Group Surya PEB Engineering and Construction Pvt Ltd, Pune-India**

**Projects:** Varroc Engineering Industrial Shed, Gujarat

Responsibilities:

- Inspected worksites, practices and gear for compliance with established Safety Standards.
- Assisted in preparing HSE plans as per project requirements.
- Prepared risk assessments for projects.
- Prepared and submitted detailed weekly HSE reports with statistics and weekly activities to line managers.
- Implemented safety training in safety culture.
- Conducted internal Safety audits.
- Conducted accident/incident investigations and submitted detailed reports to line Managers.
- Recognized, documented and advised on removal of hazards.
- Checked written JSA Cards and permits for adherence to regulations.

06/2017 – 02/2018

**Safety Officer, PES Installations Pvt Ltd, Haryana-India**

**Projects:** Factory

**Responsibilities:**

- Inspected workplace, practices and gears.
- Carried out safety Induction for new employees
- Prepared and submitted detailed weekly HSE reports
- Conducted fire drill and emergency procedure awareness.
- Inspected Fire Points and tested hydrants.
- Scheduled workers on Training and safety awareness.
- Conducted Tool Box meeting and Training for workers and staffs.
- Maintaining First aid Box with appropriate medicine in all shifts.
- Maintaining the quality and quantity of PPE as per requirement.

09/2016 – 05/2017

**Safety Supervisor, Bina Al Khaleej Ready Mix and Precast Factory, Dammam-KSA**

**Projects:** Factory

**Responsibilities:**

- Inspected workplace, practices and gears.
- Carried out safety Induction for new employees
- Prepared and submitted detailed weekly HSE reports
- Conducted fire drill and emergency procedure awareness.
- Inspected Fire Points and tested hydrants.
- Scheduled workers on Training and safety awareness.
- Conducted Tool Box meeting and Training for workers and staffs.
- Led Employee training on safe usage of equipment.
- Maintaining First aid Box with appropriate medicine in all shifts.
- Maintaining the quality and quantity of PPE as per requirement.

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**EDUCATION**

- **B. tech in Electrical and Electronics Engineering**, Sree Ramalinga Academy of Higher Education, Pondicherry, India. – (2016)
- **12<sup>th</sup> Higher Secondary: Computer Science** Leo XIII Higher Secondary School, Alappuzha, India– (2012)
- **10<sup>th</sup> SSLC:** VES Model Convent: Bengaluru, India– (2010)

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**CORE  
QUALIFICATIONS**

- **NEBOSH International General Certification** in Occupational health and Safety -Level 3

- **IOSH Managing Safely**
  - **HABC Level 2** International Award in Emergency First Aid at Work
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**ADDITIONAL  
SKILLS**

- Microsoft Office ( Word, Excel, PowerPoint, Outlook)
  - AutoCAD 2D
  - Primavera P6- Project Planning and Management
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**PERSONAL DETAILS**

- Fathers Name : Shivaji. B
  - Mothers Name : Ambika Shivaji
  - Date of Birth : 20th April 1994
  - Nationality : Indian
  - Passport No : L1531797
  - Passport Expiry : 30/06/2023
  - Languages : English, Hindi, Malayalam, Tamil, Kannada,
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**DECLARATION:**

I hereby declare that all the above-mentioned information is true to my beliefs and the best of my knowledge.

**SARATHKUMAR SHIVAJI**