

## **COVER LETTER**

Dear Sir/Madam,

I would like to take this opportunity to offer my application for the post of **HSE Officer**. Please find attached herewith my resume for your kind and thoughtful considerations. I would appreciate you taking your time to review my resume.

My personal attributes include sound judgment as well as creativity, analytical and trouble shooting skills. I interact productivity with people from diverse backgrounds. I have career history of achieving employment goals. I have a history of quality work carried to timely completion.

If I will be given an opportunity to serve your esteemed organization, I assure that I would discharge my duties most honestly and sincerely to the almost satisfaction of my superiors. I'm certain I could make significant contribution to your organization, and I would welcome the opportunity to meet with you to discuss how my education and abilities might best be employed by your organization.

Thanking you in anticipation and looking forward for favorable response, this is highly appreciated.

Sincerely,

ABHIJITH VADAKKE VEEDU

**ABHIJITH VADAKKE VEEDU**

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**DESIGNATION: HSE OFFICER (SAUDI ARAMCO APPROVED)**

**PROFILE SUMMARY**

- . Safety Officer with more than 5 years of experience in Civil/Metal/Oil&Gas Construction seeking an opportunity to expand my knowledge and experience to assist in the continued improvement of the organization.

**SKILL SET**

- ~Strong leadership and teamwork attributes
- ~ Ability to resolve issues
- ~Ability to develop strategies
- ~ Reporting & Documentation
- ~ A Good Communicator

**ORGANISATIONAL EXPERIENCE**

Notredame Metal Construction Co.LLC, Sharjah, U.A.E as Safety Officer  
**may'2019-Current**

Khuff Gas Well Project (SAGPD),Saudi Aramco , K.S.A as Safety officer  
**OCTOBER'2015 - OCTOBER'2017**

Oil and Natural Gas Corporation L.T.D.(ONGC), BOMBAY , INDIA as Asst. Safety officer  
**FEBRUARY'2014 - MAY'2015**

AL-TAYER STOCKS .LLC, Duabi, U.A.E as Safety Officer  
**may'2013-December2013 (Interior Designing Company)**

**Duties & Responsibilities:**

- Arrange the Documentation of safety files, daily inspection report, and monthly checklist.
- Conduct the Induction training and should be prepare the tool box talk meetings.
- Check the site work permits and policy or procedures.
- Arrange First Aid and also arrange emergency assembly points.
- Control the Hazards, Control the Accidents, the Risk and check the risk Assessment.
- Arrange the fire safety protection equipments.
- Arrange the all types of PPE'S to save the peoples from Risk, Hazards, Accident.
- Advice site in charge about the implementation of health safety & environment plan in line with company policy, procedure, standards & the requirement of the project.
- Investigation of accidents / incidents and near miss, identifying the underlying causes and immediate causes and giving preventive actions.
- Monitor HSE during visits to sites. Formulating new safety measure as and when requires.
- Prepare a monthly report on project HSE static's and job analysis.
- Assist site in charge in carrying of hazards analysis and preparing job safety plans.
- Conduct emergency drills & exercise.

- Take part in HSE meeting at corporate & project level.
- Work as technical member of internal HSE (Health and Safety Environment) audit teams as directed by HSE Manager.
- Directly the implementation of site safety policies including sub contractor as per the Clients HSE Policy.
- Ensure proper implementation of Tool boxes, Pre task briefing, heavy lift operations, Lifting plan, Erection works etc.
- Safety, Health and Environment controls and regulation in order to minimized risk of human loss/disability and material damage.
- Preparation of all HSE documentation for the safety Audit including periodical audit for subcontractors.
- Carrying out of Job Hazard Analysis (JHA).
- Preparation of incident report and follows up the documents.
- Prepare Risk Assessments of Method Statements.
- Implementing Company HSE Policy & advice all senior management on HSE welfare issues.
- Implementation of permit to work system, Fire marshal responsibilities.
- Reviewing & implementing consultants concerns on health & safety.
- Risk Assessments of Method Statements and Conducting Emergency Drills.
- Incident Investigation and Reporting, Review of Incidents to measure performance.
- Daily site walks and audits, Liaise with main contractors & clients.
- Weekly & monthly report writing on all health and safety issues.

## ACADEMIC DETAILS

Secondary School Leaving Certificate (SSLC) examinations from the Board of Public Examinations Kerala- INDIA.

Higher Secondary Examination from the Board of Higher Examination Kerala-INDIA

### Other Courses:

- 1 year Diploma in Fire and Safety Engineering (NIFE) Cochin(Kerala)India
- IOSH Managing Safely
- Medical first aid
- NEBOSH (Result Awaiting )

## CERTIFICATIONS AND ACHIEVEMENTS

- Saudi Aramco Work permit receiver certificate

ID No:8175069

- SAUDI ARABIAN OIL COMPANY (OMPPD/GUPD/L-0147/2016)

### IT SKILLS

- Diploma in computer applications (Windows ,M-S Office (Word,Excel,Power point)

### PERSONAL DETAILS

Date of Birth : 08/05/1993  
Gender : Male  
Marital Status :Single  
Nationality : Indian  
Languages known : English, Hindi, Tamil and Malayalam  
Passport No :K 1248628  
Date of issue : 06/01/2012  
Date of expiry :05/01/2022

I do hereby confirm that the information given above is true to the best of my knowledge.

Place: Sharjah, UAE

Signature

ABHIJITH VADAKKE VEEDU