CURRICULAM VITAE

**Nasir Rafique**

***Email :***  [***nrafique48@gmail.com***](mailto:%20nrafique@gmail.com) ***: Mob : 055 290 9604 Address: Sharjah***



***Applied For: Data Entry Operator/ Safety Officer***

***Objective***

* *Looking forward to build my carrier in a reputed organization, which uses my skills and talent to contribute to its profitability, growth, and improving myself along with*

***Education***

* *IOSH Completed in 2016 (Manging safety Gravity Skills)*
* *OSHA Completed In 2016 (Construction Health & Safety)*
* *F.Sc Pre Engineering 2010 (Rose Valley College, Abbottabad) (12th Grade)*

***Personal Info***

* *Marital Status : Married*
* *Nationality : Pakistani*
* *Passport No: DX9563081*
* *Date of Birth : 02nd August 1992*
* *Visa Status : Employment Visa*
* *English, Urdu, French, Hindi, Arabic*

***Work Experience***

**U.A.E Experience**

**Data Entry Operator**: 09.12.2017 to 01.01.2021

**Saned Security Services Sharjah**

* *Answering employee questions*
* *Processing incoming mail*
* *Creating and distributing documents*
* *Providing customer service to organization employees*
* *Serving as a point of contact with benefit vendors/administrators*
* *Maintaining computer system by updating and entering data*
* *Setting appointments and arranging meetings*
* *Maintaining calendars of HR management team*
* *Compiling reports and spreadsheets and preparing spreadsheets.*

**Pakistan Experinece**

**Safety Officer** 2016 to Nov 2017

**Abbot In Hotel: Abbottabad, Pakistan**

* *Support the development of OHS policies and programs*
* *Conduct risk assessment and enforce preventative measures*
* *Initiate and organize OHS training of employees and executives*
* *Stop any unsafe acts or processes that seem dangerous or unhealthy*
* *Record and investigate incidents to determine causes and handle worker’s compensation claims*
* *Prepare reports on occurrences and provide statistical information to upper management*

***Additional Skills***

* *Plan and implement OHS policies and programs*
* *Advise and lead employees on various safety-related topics*
* *Prepare educational seminars and webinars on a regular basis*
* *Review existing policies and procedures*
* *Adhere to all the rules and regulations*
* *Work with HR to set up a new employee on-boarding process for safety*
* *Conduct risk assessment*
* *Enforce preventative measures*
* *Identify process bottlenecks and offer timely solutions*
* *Check if all the employees are acting in adherence with rules and regulations*
* *Prepare and present reports on accidents and violations and determine causes*