

SURJA BAHADUR GAIRE

Mobile No: +977-9841834070 / +977-9813601478 | Skype: surjagaire | Email: surjagaire@gmail.com
Sarlahi, E-Nepal.

Dear Hiring Manager,

I am writing to let you know that I am very interested in the HSE & Admin Staff position at your organization. I have been working in the HSE & Admin field for 10+ years, and I believe that I can bring valuable contributions to your team and organization.

Currently, I work at GS E&C, where I have gained a lot of experience in HSE and Administrative tasks. My responsibilities include maintaining safety standards, managing documents, and making sure to follow regulations at our workplace. I pay close attention to detail and can identify potential risks and hazards, which has helped me to implement safety in site.

I also have experience as an HSE Assistant, which has taught me how to coordinate meetings, manage correspondence, and prioritize tasks. I am skilled in using Microsoft Office and a project management tool, which helps me handle multiple tasks, manage my time effectively, and finish everything on time.

I am comfortable working independently or as part of a team, and I have excellent communication skills. This means I can interact and communicate with people at all levels of an organization.

I have had several achievements in my career that I am proud of, including:

Being able to understand cultural sensitivities and motivate individuals to achieve organizational goals.

- Successfully maintaining all HSE documentation and records according to client requests.
- Building a strong HSE culture among contractors and subcontractors.
- Taking a problem-solving approach when faced with difficult situations.
- Working as a team leader and as part of a team.
- Executing work procedures systematically and progressively.
- Collaborating effectively with clients, contractors, and subcontractors.
- Having advanced computer skills in all areas.
- Performing various administrative tasks as required by the HSE and Administration departments.
- Being able to work well under pressure and resolve issues with the team quickly.

I am confident that my skills and experience in HSE and Administration make me a strong candidate for this position. I am excited about the opportunity to bring my skills and experience to your organization, and I look forward to contributing to its success.

Thank you for considering my application. I am eager to discuss my qualifications further.

Sincerely,

Surja Bahadur Gaire



SURJA BAHADUR GAIRE

Mobile No: +977-9841834070 / +977-9813601478 | Skype: surjagaire | Email: surjagaire@gmail.com
Sarlahi, E-Nepal.

VALUE PROPOSITION

I hold a Master's Degree in Business Administration and have accumulated over 10+ years of professional experience in the Oil & Gas Industries, Petrochemical Industries, and shutdown projects. Throughout my career, I have specialized in the HSE & Admin field and have achieved notable success in various roles, including HSE Assistant, HSE Coordinator, HSE Training Coordinator, and Human Resource Officer.

I have primarily worked on onshore projects in Construction, Refinery, Oil & Gas Plant projects, Construction & Engineering projects, and shutdown projects. The extensive experience I have gained in these areas has provided me with a comprehensive understanding of the industry, its unique challenges for employee safety.

EDUCATION

Master of Business Administration
from Lovely Professional University,
located in Phagwara, Punjab, India.

Bachelor of Science in Biochemistry
from Manipur University, located in
Imphal, Manipur, India.

PROFESSIONAL CERTIFICATIONS

NEBOSH International General
Certificate in Occupational Health
and Safety.

NILEM Diploma in Construction
Safety Management.

NILEM Diploma in Industrial Safety.
NILEM Diploma in Office
Administration.

NSC (National Safety Council)
Certificate in Basic First Aid, CPR &
Fire Fighting.

Diploma in Computer Information
Technology.

Certificate in Computer Information
Technology.

Certificate in Computer Software
Engineering.

NATIONALITY

Nepalese.

LANGUAGES KNOWN

English, Nepali & Hindi.

PROFESSIONAL EXPERIENCE

HOUSING PROJECT, NEPAL (Aug 2021 to June 2023)

SUPERVISING

FREELANCER – July 2020 – Till now

GS E&C SAUDI ARABIA CO., LTD, RABIGH, KSA. (Feb 2020 to June 2020)

COORDINATOR - HSE | Client - PETRORABIGH

Petrorabigh 2020 Turn Around Project.

- Assist in implementing, and maintaining HSE policies and procedures to ensure compliance with relevant regulations and industry best practices.
- Support in conducting regular inspections of construction sites to identify potential hazards and areas for improvement.
- Collaborate closely with construction managers, contractors, and subcontractors to ensure compliance with HSE requirements and take corrective action when necessary.
- Aid in investigating accidents and incidents, and provide recommendations for corrective action to prevent future occurrences.
- Maintain and update HSE records and all types of reports, analyze and submit necessary reports to regulatory management as required.
- Assist in providing HSE training to employees, contractors, and visitors to ensure awareness and adherence to HSE policies and procedures.
- Contribute to the development and implementation of emergency response plans for construction sites.
- Ensure that all employees and contractors have appropriate personal protective equipment (PPE) for their safety.
- Take part in pre-job planning and hazard assessments to identify potential risks and develop suitable controls.
- Stay informed about changes in HSE regulations and industry best practices, and suggests improvements to the HSE program as necessary.

- Evaluate subcontractor performance in relation to HSE and recommend necessary actions as required.
- Act as the primary point of contact for HSE-related inquiries from employees, contractors, and regulatory management.

PETROFAC INTERNATIONAL CO., LTD, ABDALLY, NORTH KUWAIT (July 2016 to Sep 2019)

ASSIST – HSE | Client - KUWAIT OIL COMPANY (KOC)

PMC - WORLEY PARSONS

Lower Fars Heavy Oil Development (LFHO) Program Phase 1 Project.

- Assist in the development, implementation, and maintenance of HSE policies and procedures to ensure compliance with relevant regulations and industry best practices.
- Support HSE inspections and audits of construction sites, and ensure appropriate corrective actions are taken.
- Assist in the investigation of accidents and incidents, and contribute to the development of corrective action plans.
- Maintain and update all HSE records and reports, and assist in the submission of required reports to management.
- Provide administrative support for HSE training, including scheduling and tracking employee training records.
- Assist in the development and implementation of emergency response plans for construction sites.
- Ensure that all employees and contractors have appropriate personal protective equipment (PPE).
- Participate in pre-job planning and hazard assessments, and assist in developing suitable controls.
- Stay up-to-date with changes in HSE regulations and industry best practices, and make recommendations for improvements to the HSE program.
- Collaborate with other departments and stakeholders to foster a safety culture throughout the organization.
- Maintain HSE-related records, such as incident reports, inspection reports, and training records.
- Assist in evaluating subcontractor performance in relation to HSE.
- Provide administrative support for the HSE program, including maintaining filing systems and coordinating meetings.

MITSUBISHI HEAVY INDUSTRIES, RABIGH, KSA (Aug 2015 to Nov 2015)

DOCUMENT CONTROLLER- HSE | Client – PETRORABIGH

PMC - RAWEC

IWSPP Power Plant Phase-II Project.

- Maintain and manage HSE-related documents, including policies, procedures, manuals, and forms, in both electronic and hard copy formats.
- Control the distribution of HSE-related documents, ensuring that all relevant employees and contractors have access to the latest versions.
- Assist in developing and maintaining an effective document control system, organizing and filing documents according to established procedures.
- Ensure compliance of all HSE documents with relevant regulations and industry best practices.
- Collaborate with HSE staff and other departments to regularly update and review HSE documents.
- Assist in the implementation of document control software, providing training to employees and contractors as necessary.
- Maintain and update the HSE department's library of reference materials, including safety data sheets, regulations, and standards.
- Provide administrative support for the HSE program, including coordinating meetings and organizing filing systems.
- Ensure HSE-related documents are readily available for audits and inspections.
- Develop and maintain a document retention schedule, ensuring proper archiving and disposal of HSE-related documents according to established procedures.
- Ensure proper version control of HSE-related documents, archiving outdated versions and replacing them with the latest versions.

DAELIM SA CO., LTD, YANBU, KSA (Jan 2012 to April 2015)

CLERK– HSE | Client - YANBU ARAMCO SINOPEC REFINING COMPANY (YASREF)

PMC - KBR

EPC-4, Hydrocracker Package Project.

- Provide administrative support to the HSE department, including tasks such as data entry, record keeping, and filing.
- Assist in maintaining all types of reports & HSE records, Analyze reports, including training records, inspection reports, and incident reports.
- Coordinate the scheduling of HSE-related meetings and training sessions, and keep records of attendance.
- Distribute HSE-related materials, such as safety posters, bulletins, and alerts, to employees, contractors, and subcontractors.
- Assist in implementing HSE policies and procedures, and monitor compliance among staff and contractors.
- Support regular inspections of work sites to identify potential hazards and unsafe conditions, and report findings to HSE staff.
- Assist in the investigation of accidents and incidents, and contribute to the development of corrective action plans.
- Maintain and update the HSE department's library of reference materials, including safety data sheets, regulations, and standards.
- Aid in coordinating HSE-related projects and initiatives, such as safety awareness campaigns and emergency response plans.
- Provide administrative support for the HSE program, including maintaining filing systems and coordinating meetings. And managing ID tracking and Gate pass for overall projects.
- Stay informed about changes in HSE regulations and industry best practices, and provides recommendations for improvements to the HSE program as necessary.

KANDYY, KATHMANDU, NEPAL (Feb 2010 to Aug 2011)

ADMINISTRATOR

- Oversee the daily operations of the office, including tasks such as answering phone calls, scheduling appointments, and welcoming clients.
- Establish and maintain an organized filing system for client records, ensuring accuracy and keeping records up-to-date.
- Coordinate and assist in managing the recruitment process for new staff, which includes posting job advertisements, screening resumes, and scheduling interviews.
- Maintain relationships with educational institutions and organizations to stay informed about the latest trends and developments in the education industry.
- Provide administrative support for client meetings, including preparing agendas and taking meeting minutes.
- Collaborate with consultants to develop and implement education and training programs for clients.
- Prepare and analyze reports on progress performance, offering recommendations to enhance education and training programs.
- Assist in the development and implementation of marketing strategies to promote the consultancy's services.
- Monitor and manage the consultancy's budget and expenses, ensuring that expenditures remain within budget limits.
- Conduct research on education policies and regulations, providing recommendations to enhance the consultancy's services.
- Maintain and update the consultancy's website and social media channels to promote services and engage with clients.
- Participate in professional development opportunities to stay up-to-date with the latest trends and developments in the education industry.

DAEWOO E&C CO., LTD, QATAR (Oct 2007 to Nov 2009)

HUMAN RESOURCE OFFICER & LABOR CONTROLLER | Client - QATAR CHEMICAL CO., LTD

Q-Chem I & II Project.

- Oversee the entire recruitment process, from creating job postings to selecting and hiring candidates for all positions within the organization.
- Collaborate in the development and implementation of HR policies and procedures, ensuring compliance with labor laws and regulations.
- Provide guidance and support to managers and employees on HR-related matters, including performance management, employee relations, and disciplinary procedures.
- Conduct training sessions for employees and managers on HR policies and procedures, ensuring that everyone is well-informed about their rights and responsibilities.
- Manage employee benefits, including health insurance, exit plans, and vacation time, ensuring accurate administration and timely delivery of benefits.
- Prepare and analyze HR-related reports, such as turnover rates, absenteeism, and labor costs, and provide recommendations for enhancing HR policies and procedures.
- Assist in the implementation of safety policies and procedures, ensuring compliance with labor laws and regulations.
- Monitor safety performance and report safety metrics, such as incidents and injury rates, to management.
- Assist in investigating safety incidents and implementing corrective actions to prevent future occurrences.
- Foster relationships with unions and labor organizations, engaging in negotiations for labor contracts and collective bargaining agreements.
- Ensure adherence to labor laws and regulations, and develop policies and procedures to effectively manage labor relations.
- Participate in industry associations and groups to stay informed about the latest HR and labor trends and best practices.

ICICI PRUDENTIAL CO., LTD, BANGALORE, KARNATAKA, INDIA (April 2005 to June 2006)

FINANCIAL EXECUTIVE

- Assist in the implementation of financial policies and procedures to ensure compliance with industry regulations and standards. Support the insurance company's investment activities, including analyzing investment opportunities, assessing risk, and ensuring compliance with regulatory requirements.
- Maintain relationships with investors, lenders, and other financial institutions to secure adequate funding for the insurance company's operations and growth.
- Provide financial analysis and support for the development of new insurance products and services, ensuring that pricing and underwriting decisions are based on sound financial principles.
- Monitor and manage the insurance company's risk exposure, including identifying and assessing risks, implementing risk management strategies, and ensuring compliance with risk management protocols.
- Manage and support the financial team, ensuring that all team members receive proper training, are motivated, and perform at a high level.

PERSONAL COMPETENCIES

- **Analytical skills:** Excellent ability to analyze complex situations.
- **Leadership:** Extensive experience in leading teams and guiding them towards success.
- **Inquisitive:** Creative and curious, with a drive to find solutions to complex problems.
- **Innovative:** Extensive experience in analyzing case studies and developing innovative solutions.
- **Adaptable:** Ability to adapt to different people and situations, with excellent interpersonal skills.

DECLARATION

I here-by declare that the above- given details are true to the best of my knowledge and belief.

SURJA BAHADUR GAIRE