

Curriculum Vitae

Shaikh Atiqurrahman

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OBJECTIVE:

To be in a noble profession as a safety officer for saving life and interest to create a new hazard free working environment. Which encourage me take up new job with challenges and encourage. I would like to work new organization that will give me opportunity and technical skills.

WORK SUMMARY:

- **4 Years 5 month of experience AS safety officer in construction site.**
- **Insuring all Pre-requisites require before starting the work.**
- **Preparation of Daily/Weekly/Monthly report/checklist and record maintenance.**
- **Plan all safety protocols and monitoring safety system.**
- **Inter department coordination for day to day issues relating to activities hazard.**
- **Accident investigation and reporting.**

SKILLS:

- MS Word: Excellent skills in editing typing and maintaining documents.
- PowerPoint presentations: Extra ordinary skills in creating power point presentations. Excellent presentation skills.
- Excel Spreadsheets: Professionally trained in using MS Excel skills. Excellent skills to create and maintain Excel sheets on daily basis

PERSONAL INFORMATION:**Passport Details :-**

Passport No	Date of Issue	Date of Expiry	Place of Issue
P2323103	12/07/2016	11/07/2026	Mumbai

Date of Birth 02/03/1994

Gender Male

Nationality INDIAN

Marital Status Single

Languages Known English. Hindi,Marathi.,Urdu

PROFESSIONAL QUALIFICATION:

Degree/Course	Institute/ College	University /board	Year of passing
National examination board in occupational safety and health(NEBOSH)	OSH Pvt. Ltd.	British council examination	2017

Diploma in occupation .safety and Health	Bharat safety solution.	Mumbai	2016
Bachelor of Science (B.sc)	Rizvi college	Maharashtra state board	2015
Higher secondary school Certificate (H.S.C)	Rizvi college	Maharashtra state board	2011
secondary school Certificate (S.S.C)	Anjuman islam	Maharashtra state board	2008

WORK EXPERIENCE:

SKAF CONSTRUCTION PVT. LTD (Working)

Position: Safety officer

Service: Civil

Project: Kalpataru

Responsibilities:

- Inspect premises and the work of personnel to identify issues or nonconformity e.g. not using protective equipment.
- Stop any unsafe act or process that seem dangerous or unhealthy.
- Maintain awareness of active and developing situation.
- Carry out PTW monitoring and review.
- Responds to employees safety concern.
- Watch out for the safety of all workers and works to protect them from entering hazardous
- Situation.
- Conduct investigation of all accident and near miss.
- Promotes safe practices at the job site.

- Verifies that all tools and equipment are adequate and safe for us.

DELTA ELECTRO-MECHANICAL PVT. LTD. (July 2018 to January 2021)

Position: Safety Officer

Service : MEP

Speciality :High Rise buildings

Project: Lodha the park

Responsibilities:

- Tool box talk with workers before starting the work at workplace.
- Accident /incident investigation report
- Investigate unsafe act and unsafe condition and provide solution to prevent it.
- Advising and instructing on various safety related topic for example use of machinery.
- Conduct risk assessment and enforcing preventive measure.
- Implanting HSE manual.
- Conduct staff safety meeting.

- Inspect premises and the work of personnel to identify issues or nonconformity e.g. not using protective equipment.
- Stop any unsafe act or process that seem dangerous or unhealthy.
- Maintain awareness of active and developing situation.
- Carry out PTW monitoring and review.
- Responds to employees safety concern.
- Watch out for the safety of all workers and works to protect them from entering hazardous Situation.
- Conduct investigation of all accident and near miss.
- Promotes safe practices at the job site.
- Verifies that all tools and equipment are adequate and safe for us.

OM SAI CONSTRUCTION

(February 2016 to March 2018)

Position: Safety Supervisor

Responsibilities:

- Conducting safety awareness training programmes for management staff.
- Maintain discipline among the workers.
- Investigate unsafe act and unsafe condition and provide solution to prevent it.
- Maintain safe working procedure such as working at height, hot work, excavation etc.
- Tool box talk with workers before starting the work at workplace.
- All type of industrial and construction work permit.
- Attend emergency incident including fire spillage of dangerous substances
- Give induction Training to new employees, visitors etc. and conducting Tool Box talks.
- Checking the Access and Egress of the company for any obstructions.

- Watch out for the safety of all workers and works to protect them from entering hazardous situation.
- Conduct investigation of all accident and near miss.
- Promotes safe practices at the job site.
- Verifies that all tools and equipment are adequate and safe for us.

STRENGTH:

- Problem solving and decision making.
- Good understanding and quick learn.
- Hard working any kind of environment and team work.

HOBBIES:

- Listening the music in free time.
- Reading book and spend time with friend and family.

DECLARATION:

I hereby declare that above mentioned information is true and correct to the Best of My Knowledge.

Date:

ATIQ SHAIKH

Place: