

CURRICULAM VITAE

JITEN PRODHAN

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Passport No: K1444757



Career Objective

To work in an organization that has a challenging and dynamic environment, where I can apply my skills to, contribute and grow with the organization. My contributions to the team will be my meticulousness, the energy that I bring to the table and the sound backing of fundamentals.

Present Experience:

Organization: Patanjali Ayurved Ltd. (FMCG)
Designation: Supervisor Fire & Safety
Location: Tezpur (Assam)
Period: November 2017 – Till Date

Previous Experiences:

1) Organization: Megha Engineering Pvt Ltd
Designation: Safety Officer
Location: ONGC LAKWA (Assam)
Period: MARCH 2010 – FEBRUARY 2012

Training And Projects

- IOSH (MS) NIST KOLKATA
- First Aid (Industrial) Red Cross
- L.P.G Loading and Unloading
- Working At height.
- Diploma in Electrician

Academic Profile :

- ** B.A Degree(Arts)
- ** Board of Secondary School Education**
Institution RANGACHAKUA H.S SCHOOL Assam
- ** Diploma in Fire Engineering and Safety Management (Full Time) **
Institution – EPITOME GUWAHATI
Year of Passing – 2012

Additional Knowledge

- Knowledge in MS Office, DTP
- Knowledge in Paint (Incident, near miss & Accident Sketch)

Job Responsibilities:

- Ensuring compliance with health, safety and Fire legislations.
- Identifying HSE hazards and carrying out risk assessment.
- Taking initiative to provide safe working environment to all the manpower in the site.
- Daily Inspection of unsafe condition and unsafe act.
- Inspection of All employees is working with PPE's.
- Strategically direct emergency response and fire fighting functions at each site, minimizing risks and hazards to ensure the safe rescue of people and property from accidents and disaster scenes.
- To ensure that the toolbox meetings are conducted by the Supervisors and the records are maintained.

- Assess situations and develop Emergency response plans, providing leadership and direction to team members in all aspects of the emergency rescue.
- To increase health and safety awareness at all levels within the organizations.
- To ensure of load testing report of all lifting equipments.
- Carried out Safety Rounds at the production floor and advised operation, maintenance electrical & instrument staff on safety related issues.
- Coordinate & support shutdown jobs and ensure implementation of HSE control measures during shutdown job execution.
- To participate in, in house Health, Safety and Environment audits with the senior management.
- To report all accidents / near miss to Top management of the organization.
- Develop and implement operational initiatives that consistently improve response times, safety standards and compliance in all areas of the fire fighting function.
- Carry out comprehensive inspections of the fire equipment, hydrants and emergency water supplies; identify potential problems and implement immediate corrective and preventative actions.
- Conducting monthly safety awareness programmes & meeting.
- In case of occurrence of any accident providing FIRST AID and taking the person to nearby Hospital for treatment.
- Ensure all work permit Conditions are fully adhered.
- Conducted Emergency Fire Safety Drill.
- Investigating the reason of accident and taking initiative to prevent the same in future.
- Maintaining all the documents related safety.
- Responsible to implement safety in every activity at all locations where the work is performed in such manner, as to avoid any risk or bodily harm to persons or damage to property.
- Ensure all personnel are educated in fire prevention practices and the use of fire extinguishing equipment.
- Checking of Fire alarm System and record maintained.

Personal Information

Name As Appears in Certificates	JITEN PRODHAN
Father's Name	DAMBARU PRODHAN
Permanent Address	AGRIPAM, BALIPARA, SONITPUR ASSAM 784182
Nationality	Indian
Gender	MALE
Marital Status	Married
Languages Known	Assamese, Hindi, Nepali, English, Bengali.
Date Of Birth	31/12/1986

Declaration

I hereby declare that the information furnished above is true to the best of my knowledge. If given a chance to serve under your kind control, I assure you that "I will do my best to satisfy my superiors with the quality of my work".

DATE: 23/12/2021

PLACE: Tezpur

(JITEN PRODHAN)

"SAFETY IS AN STEP AHEAD TO REACH ADVANCE DESTINATION"