

Curriculum Vitae



Summary

I am a self-motivated individual with experience in the Concierge Services, Customer Support Specialist, telemarketing and Field of Safety. I am exceedingly organized with excellent communication and customer-service skills. My attention to detail, positive attitude and ability to adapt gracefully to almost any situation has made me an asset to each team that I have been a part of.

Personal Data

Name Muhammad Saqib
Date of Birth 12/ March/ 1998
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Objective

- To render every ability of mine for the growth of the organization with consideration and integrity.

Academic Qualification

<u>Degree</u>	<u>Session</u>	<u>Institution/ Board</u>	<u>Subjects</u>
F.Sc	2014-2016	Emerson group of college abbottabad	Computer science
Matric	2012-2014	Govt Boys High School Moolia	Science

Safety Courses /Computer Skills

- NEBOSH IGC
- Ms. Office Word/access/PowerPoint/Excel/.

Safety Trainings

- Scaffolding Safety
- Fall protection
- Electrical safety/LOTO
- Material Handling & Storage
- Excavation
- Concrete & Masonry work
- Hand & Power Tools
- Ladder safety
- Health Hazards
- Hazard recognition
- Working Platforms
- Struck by & Caught in between Hazards
- Baker Scaffold /Scissor lift safety
- Accident/Incident/Near Miss reporting & investigation
- Fire Safety
- Workplace stress
- Common causes of Accidents
- Recognizing warning signs

EXPERIENCE

- **Anhui Construction Engineering group**

Jr.HSE Officer

Project: Pakistan Regional dispatch center eighteen heights Islamabad Aug 2021 to Till Date

- Conduct regular reviews of changing project requirements, organization and resource needs, and provide recommendation for changes accordingly.
- Audit & Inspection of all Instruments and Equipment's & Project Works at Site Area.
- Proper Record keeping of all defects, hazards on rides at site.
- Secure premises and personnel by patrolling property; monitoring surveillance equipment; inspecting equipment, and access points.



- Maintained a safe and secure environment for customers and employees by patrolling and monitoring premises.
- Handled security issues and/or emergency situations appropriately and in a timely manner
- Reported safety concerns and unusual circumstances both verbally and in written reports.
- Ensuring proper application of job specific PPEs for workers.
- Provided guidance and training to new employees in effective methods of managing all levels of personnel and site functions
- Any other Assigned Task as per requirement of Client and Consultant.
- Make a weekly and monthly report to discuss the problems in our site and make corrective action by using problem solving techniques.

Skills & Expertise

- Public Speaking, fast learner, good motivator, Energetic, and self-motivated.
- Performing well under pressure, Ability to communicate with people.
- Recognized as a creative and practical problem-solver.
- Flexible enough to handle changing environments.

- **References**

References will be provided on request

