

HSE & PTW Coordinator

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An imaginative and ambitious professional who has a proven ability to think independently and handle multiple Tasks successfully through to completion. I possess the leadership skills, passion, integrity and drive required to make things happen. On top of this I have the gravitas and charisma needed to quickly win the respect, and trust of a workforce. Right now I am looking for a suitable position with a company that will allow me to develop my career, and give me the opportunities needed to unlock my full potential.

Professional work experience

- **Project:** Abu Dhabi Airport-MTB (Mid field Terminal Building) Abu Dhabi, UAE.
- **Client:** ADAC- Abu Dhabi Airport Company
- **Consultant:** AECOM-TCAJV
- **Organization** BK Gulf Contracting LLC. Dubai, UAE.
- **Tenure:** March 2016 – Still Present
- **Designations:** HSE & Permit to Work (PTW) Coordinator

Responsibilities:

- Understands and uses personal protective equipment, safe work practices, environmental stewardship practices and team work.
- Conducts regular inspections, safety audits and hazard assessments of work locations, work groups, projects and individuals at the assigned job location.
- Identifies hazards and potential risks and assist operations staff with eliminating or mitigating those hazards.
- Advises jobsite managers on HSE-related matters.
- Conducts first level investigations of worksite accidents, injuries, prepares reports and assists with employee medical needs as required.
Serves as core member of PRL's emergency response team at the work site.
- Responds to and conducts small quantity spill containment and cleanup.
- Receives and/or assists internal/external clients with all permit applications for construction, variances and land use requests.
- Supervise, schedule, prioritize, assign, train and review the work of assigned employees.
- Plan, direct and participate in the permit process including processing applications, tracking and issuance of permits.
- Act as point of contact for any developer, architect, contractor or owner inquiry on pending.
- Previous submittals
- Prepare plan review letters to permit applications.
- Provide information and assistance to the city staff and the public regarding assigned programs and services.
- Prepare monthly statistical and budgetary reports.
- Perform related duties and responsibilities as required.
- Arranging Internal and 3rd Party trainings.

Summary:

Highly skilled HSE Coordinator with 18 months of experienced in **PCE JV (A joint venture of BK Gulf, China State & EFECO for (MTB PROJECT) Abu Dhabi International Airport)** Seeking to obtain a position that will bring exciting challenges after Proven record of 18 months of accomplishments and success in HSE & PTW Coordinator duties. An effective communicator who easily builds consensus. Excellent problem solving and interpersonal skills. Focused on developing and implementing process controls and quality improvement initiatives. Great teamwork abilities on group projects.

PERSONAL

- First and foremost, a great cultural fit.
- Ability to think on feet and make the right decisions under pressure. Willing to be responsible and accountable for any success or failure.
- Highly IT literate with excellent knowledge of continuous improvement processes and lean techniques. Encouraging others to question the way things are done.
- Efficient in time management and able to fulfil deadline requirements.

ACADEMIC EDUCATION

EXAMINING BODY: YEAR

- Al Hijra Islamic High School Dhoong Rawalpindi Punjab (Matric) 2013
- Board of Intermediate and Secondary Education, Rawalpindi 2015
- Diploma in Basic Computer Program, Rawalpindi Punjab 2015
- First Aid Certificate (UAE) 2017
- Fire Warden Certificate (UAE) 2017
- Certified from International Occupational Safety and Health (IOSH) UK. 2017

Experience:

- 1 year of experience in Computer Operating.
- 1 year of professional experience as Front Desk Officer.
- 1/2 year of experience as a HSE Coordinator in MTB Project Abu Dhabi Currently working in BK Gulf LLC.

CERTIFICATION/ ADDITIONAL SKILLS:

- MS Office (All versions, esp. MS Word, MS Power Point and MS Excel)
- MS Excel (MS Formulae, Reports Automation, Macros, Presentations w.r.t. Analysis) Computer Operator (computer hardware and Software Installation English Typing IN page Internet MS. Window)
- Red Badge training.
- Baggage Handling System training
- Power tool training.
- Hazard Identification training.
- Confined Space Training.
- Health & Safety Behavior Training.
- Log out tag out Off System (LOTO) Training.
- Hydro testing Training.
- Pneumatic Testing Training.
- Permit to work (PTW) Training.
- Work at Height training.

Ability in Assessing the Permit:

- Hot work, Shaft work, Work at Height, Confined Space, Hydro Testing, Pneumatic Testing, Isolation, Limitation of access permit (For working in Electrical and Energized Rooms), Competency Card Review, Above 110V justification and MSRA Review.

INTERESTS AND HOBBIES:

Hobbies include anything to do in arts, music, poetry, reading historical books, philosophy and all religious books. Enjoy and actively participate in a wide variety of sports, political discussions, and creative activities.

PERSONAL INFORMATION:

NAME: Zonain Ahmed
Date of Birth: 18-02-1997
Religion: Islam
Passport No: SW1165161
Language: English Urdu & Punjabi
Nationality: Pakistani

DECLARATION:

I declare that the above facts given by me are true to the best of my knowledge and belief.

REFERENCES – Available on request