



# Muhammad Hanif (HSE officer)



**Phone:** (+966)554267961



**Email address:** muh.hanif8649@gmail.com



**Location:** Riyadah

## Professional summary

To be part of highly reputed organization where I can utilize and enhance my experience, Professional knowledge, and exposure to achieve zero accident, no lost time injury and the elimination of unsafe and unhygienic activities are the prime goal. I expect a safe environment. Always and drive the incident and injury free initiative and that premises Managers and Owners should take appropriate reasonable steps to implement a proper premises safety program that will prevent accidents and minimize distress.

## Professional experience

### AL – Samman Contracting Company

**Project:** Central Service Center (Csc) Wadi Safar Diriyah

**Duration:** Jan 2024 – Continue

### Job Responsibilities

- ✓ Conduct daily and weekly toolbox talks (TBT).
- ✓ Ensure compliance with health and safety (H&S) regulations.
- ✓ Develop and implement workplace safety policies.
- ✓ Conduct risk assessments and hazard identification.
- ✓ Investigate accidents, incidents, and near misses.
- ✓ Prepare and submit safety reports (daily, weekly, and monthly).
- ✓ Conduct fire drills and emergency response training.
- ✓ Monitor and enforce the use of personal protective equipment (PPE).
- ✓ Perform workplace inspections to ensure a safe environment.
- ✓ Conduct safety training sessions for employees.
- ✓ Assist in the development of emergency response plans.
- ✓ Inspect and maintain fire extinguishers and emergency equipment.
- ✓ Support accident prevention programs.
- ✓ Ensure compliance with workplace safety signage and labels.
- ✓ Advise management on best safety practices and risk mitigation.
- ✓ Track and analyze safety performance trends.
- ✓ Ensure safe operation of vehicles and machinery.
- ✓ Investigate and address workplace health concerns.
- ✓ Implement behavior-based safety (BBS) programs.
- ✓ Collaborate with health and safety committees for continuous improvement
- ✓ Implement and monitor permit-to-work systems.
- ✓ Ensure safe handling and disposal of waste materials.
- ✓ Enforce safe working practices in confined spaces.
- ✓ Promote mental health and well-being initiatives in the workplace.
- ✓ Monitor and control exposure to hazardous substances.
- ✓ Encourage employee participation in safety programs.
- ✓ Conduct emergency evacuation drills and procedures.
- ✓ Develop and distribute safety bulletins and newsletters.

## Sino Hydro Corporation limited

**Project:** AMMAD business park - hospitality project (DAMMAM)Dehran

**Duration:** Oct 2022 – Nov 2023

### Job Responsibility

- ✓ Support management in promoting a strong safety culture.
- ✓ Provide guidance on legal safety obligations.
- ✓ Review and update safety policies and procedures.
- ✓ Coordinate with external agencies on safety compliance.
- ✓ Ensure proper storage and handling of hazardous materials.
- ✓ Monitor and assess workplace ergonomics.
- ✓ Ensure the correct implementation of lockout/tag out (LOTO) procedures.
- ✓ Evaluate contractor and vendor safety performance.
- ✓ Conduct safety induction training for new employees.
- ✓ Ensure compliance with environmental regulations.
- ✓ Assist in internal and external safety audits.
- ✓ Develop and implement corrective actions for safety violations.
- ✓

## OQ (OMAN) DUQAM OIL REFINERY

**Duration:** March 2021 –Aug 2022

**Project:** Brown Filed Refinery

### Job Responsibilities

- ✓ Promote a proactive safety reporting culture.
- ✓ Monitor noise levels and air quality in the workplace.
- ✓ Participate in senior management meetings on H&S performance.
- ✓ Keep up to date with HSE laws and best practices.
- ✓ Ensure first aid kits are well-stocked and accessible.
- ✓ Conduct inspections of power tools and hand tools for safety compliance.
- ✓ Investigate complaints related to workplace safety.
- ✓ Develop safety awareness campaigns and initiatives.
- ✓ Train employees on proper manual handling techniques.
- ✓ Maintain safety records and documentation.

## Education

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Bachelor of Science in Petroleum Engineering Technology

**Brains Institute Peshawar Pakistan**

International General Certificate in Occupational Health and Safety

**NEBOSH**

Managing Health and Safety

**IOSH**

Diploma Petroleum Technology, Pakistan

**Khyber-Pakhtunkhwa Technical Board PAKISTAN**

Diploma in Information Technology  
**Khyber-Pakhtunkhwa Technical Board PAKISTAN**

## Certification

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- Hazard Communication
- Basic Rigging Lifting
- Work at Height.
- Air Hoist Operator
- Dropped object Awareness and Prevention
- H2S Awareness and SCBA
- First Aid and CPR
- Confined Space Entry and Inspection
- Basic Fire Safety (Selection & Use of Fire Extinguishers).
- Fire safety.
- Emergency Response Procedure
- Excavation & Trenching
- Manual Handling
- Fall Protection
- Authorize gas tester
- Permit to work
- Energy Isolation lockout and tag out
- Respiration Protection
- Spill Prevention Control Countermeasure

## Computer Skills

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- ✓ MS Office
- ✓ Excel
- ✓ Power Point

## Professional Skills & Competency

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- ✓ Good communication skills due reporting to the multinational senior management and clients.
- ✓ Competency in EHS Management System Development, Implementation and monitoring, EHS Ris
- ✓ Management, Audit and inspections, Project & Contractors EHS Management, EHS Performance Monitoring & Reporting, Incident Investigation, Training & Awareness.

## شهادة خدمة وإخلاء الطرف

### Service Certificate & Clearance Letter

الموافق : 2023/11/20 م

السلام عليكم ورحمة الله وبركاته ،،،،

تؤكد هذه الشهادة بأن الموظف الموضحة بياناته أدناه قد كان أحد الموظفين لدينا وكان طيلة خدمته حسن السيرة والسلوك واعطى هذه الشهادة دون أدنى مسؤولية أو مادية أو قانونية على عاتق الشركة.

51250	الرقم الوظيفي : : Emp Number	Muhammad Hanif	اسم الموظف : : Name
HSE Officer	المسمي الوظيفي : : Job Title	2563046016	رقم البطاقة/الإقامة : : ID Number
03/Oct/2022	تاريخ الالتحاق : : Date of Joining	Pakistani	الجنسية : : Nationality
19/Nov/2023	تاريخ إنتهاء الخدمة : : Date of Leave	AMAAD business Park - Hospitality Project	المشاريع : : Projects

This certificate confirms the above-mentioned name was an employee with the company. His performance throughout this tenure was satisfactory and we found him to be dedicated member of our organization.

This certificate is issued with no responsibilities or any liability whatsoever to the company.





**OIL & GAS DEVELOPMENT COMPANY LTD**  
**OGDCL INSTITUTE OF SCIENCE & TECHNOLOGY**  
**ISLAMABAD, PAKISTAN**

**Voice:** +92-51-9258591  
**PABX:** +92-51-9258691-6  
**FAX:** +92-51-9258152  
**Telex:** 5692 OGDC-PK  
**Email:** oistinfo@ogdcl.com

**136-137 Street 16,  
Sector 1-9,  
Islamabad 44790,  
Pakistan.**

No. OIST/A-11/168

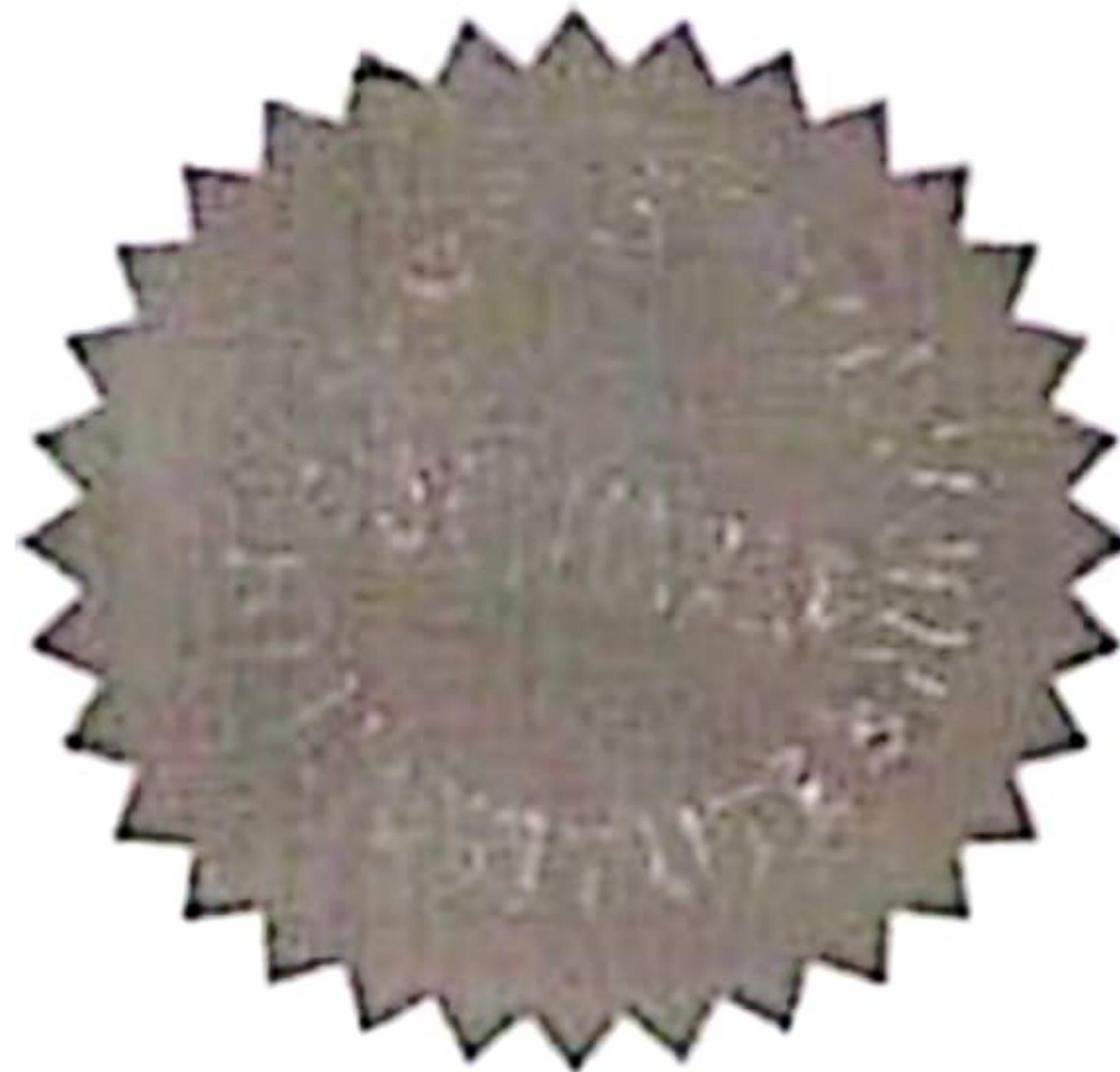
November 19, 2020

**TO WHOM IT MAY CONCERN**

It is certified that Mr. Muhammad Hartif, Safety Officer, has successfully completed Employment with OGDCL for Nashpa oil and gas limited Project from *Februry 02, 2018 to November 17, 2020*. During this period he was attached with HSE Department.

His performance during attachment remained good.

**(Muhammad Naveed Raza)**  
**Manager (P&P) OIST**





This is a certificate awarded to

**MUHAMMAD HANIF**

on successfully completing

**Managing Safely**

a course approved and validated by the

**Institution of Occupational Safety and Health**

in association with

**KASCO Occupational Training LLC**

Signed on behalf of IOSH

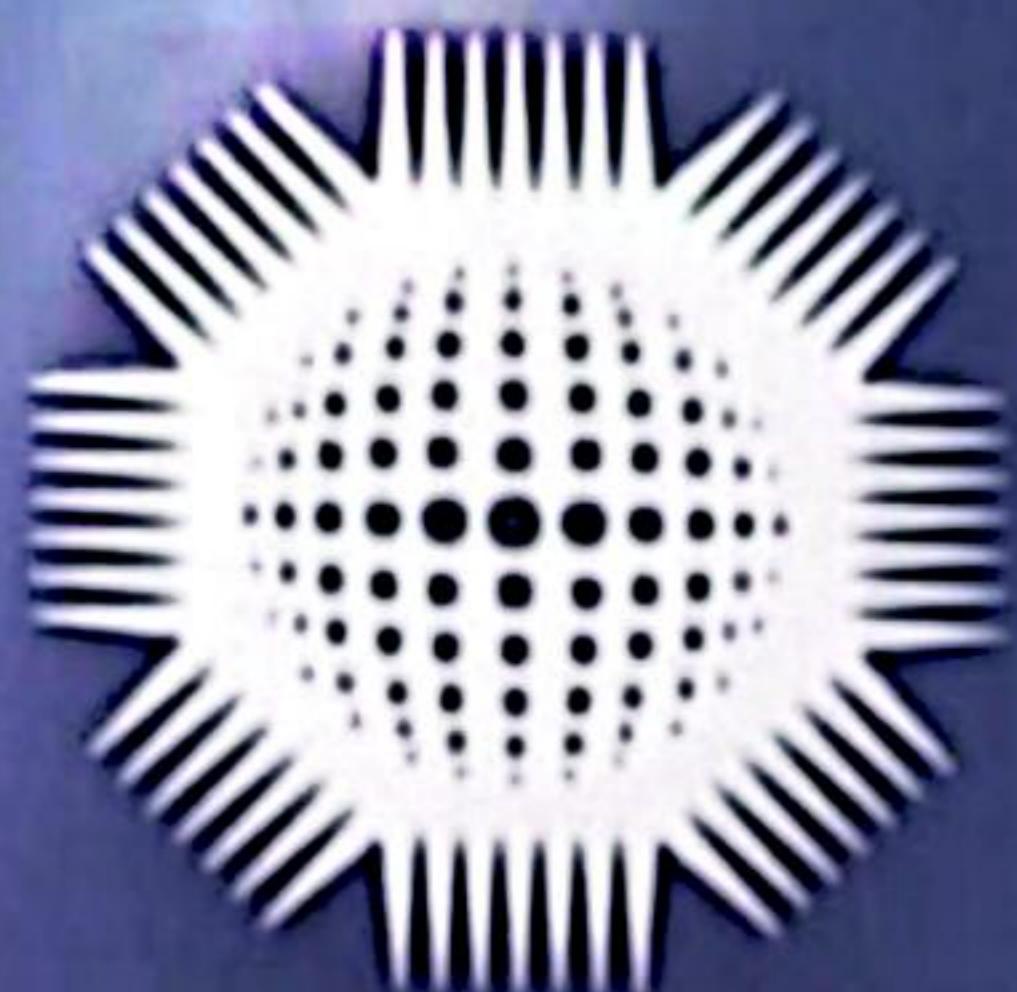
*Bruce Messinger*

Chief Executive

*Yousaf*

Course Organiser





**nebosh**

# **NEBOSH International General Certificate in Occupational Health and Safety**

This is to certify that

**Muhammad Hanif**

was awarded this qualification on

**11 January 2023**

Les Philpott  
Chair

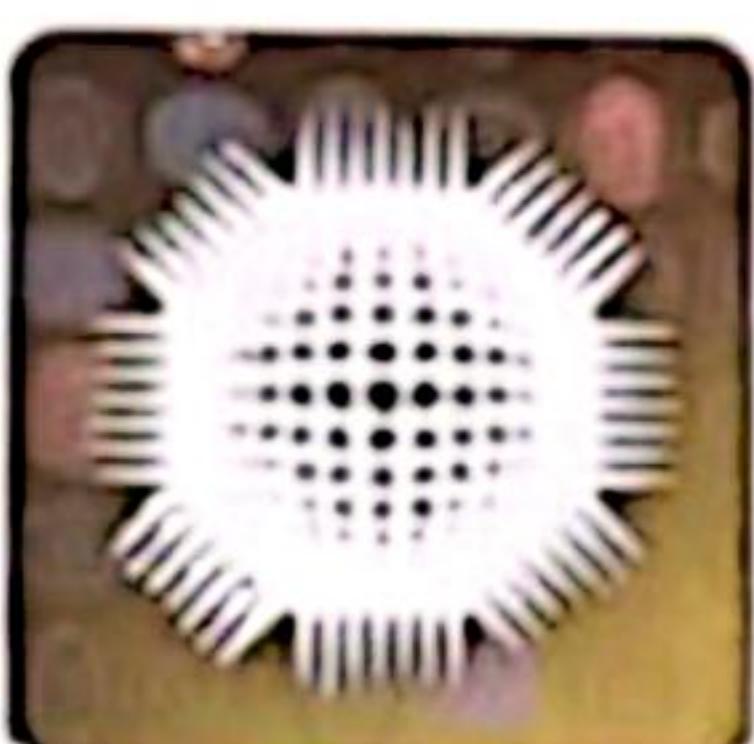
Les Philpott

Dee Arp  
Accountable Officer

D Arp

Master log certificate No: 00654516/1331223

SQA Ref: R630 04



**The National Examination Board in  
Occupational Safety and Health**

Registered in England & Wales No. 2698100  
A Charitable Company Charity No. 1010444



By virtue of the authority granted by the Act, the Institute confers the degree of

**Bachelor of Science in Petroleum Engineering Technology**

upon

**Muhammad Hanif**

**S/O Muhammad Said**

who is entitled to all the rights, privileges and honors appertaining thereto

Given at Peshawar on 22nd Nov, 2021, Session 2017-2021



Director



Rector



# The BRAINS

INSTITUTE PESHAWAR, PAKISTAN

## Transcript

### Bachelor of Science in Petroleum Engineering Technology

Name	Muhammad Hanif
Father's Name	Muhammad Said
Registration No.	2017/BIP/PT-043
Session	2017-2021
Credit Hours Earned	133

1st Semester (Fall, 2017)						2nd Semester (Spring, 2018)					
Course Code	Title of Course	Value	Grade	Cr.Hrs	SGPA	Course Code	Title of Course	Value	Grade	Cr.Hrs	SGPA
BT-111	Applied Mathematics-I	3.3	B	3		BT-121	Pakistan Studies	2.4	C	2	
PE-112	Fundamentals of Petroleum Engg.	3.5	B	3		BT-122	Applied Mathematics-II	2.8	C	3	
PE-112	Fundamentals of Petroleum Engg. (L)	3.5	B	1		BT-123	Applied Chemistry	4	A	2	
BT-113	Applied Physics	3.3	B	2		BT-123	Applied Chemistry (L)	3.9	B	1	
BT-113	Applied Physics (L)	3.5	B	1	3.48	PE-124	Engineering Drawing	3.9	B	2	
BT-114	Functional English	3.4	B	2		PE-124	Engineering Drawing (L)	4	A	1	3.46
BT-115	Islamic Studies	3.5	B	2		PE-125	Applied Geology	3.5	B	2	
PE-116	Workshop Practice	3.9	B	2		PE-125	Applied Geology (L)	3.5	B	1	
PE-116	Workshop Practice (L)	3.5	B	1		BT-126	Communication Skills	3.8	B	3	

3rd Semester (Fall, 2018)						4th Semester (Spring, 2019)					
Course Code	Title of Course	Value	Grade	Cr.Hrs	SGPA	Course Code	Title of Course	Value	Grade	Cr.Hrs	SGPA
BT-211	Mathematics-III	3.2	B	3		CE-221	Mechanics of Material	3.2	B	2	
BT-212	Technical Report Writing	3.6	B	2		CE-221	Mechanics of Material (L)	4	A	1	
BT-213	Computer Prog.&Software	3.5	B	1		PE-222	Drilling Engineering-I	4	A	3	
BT-213	Computer Prog.&Software (L)	3.2	B	2		PE-222	Drilling Engineering-I (L)	4	A	1	
EE-214	Basic Electrical Engg.	3.5	B	2		PE-223	Applied Thermodynamics	4	A	3	
EE-214	Basic Electrical Engg (L)	3.5	B	1	3.41	PE-223	Applied Thermodynamics (L)	3.2	B	1	3.72
PE-215	Fluid Mechanics	3.2	B	3		PT-224	Petroleum Geology	4	A	2	
PE-215	Fluid Mechanics (L)	4	A	1		PT-224	Petroleum Geology (L)	3.5	B	1	
PE-216	Structural Geology	3.5	B	2		BT-225	Applied Statistics	3.2	B	2	
PE-216	Structural Geology (L)	3.5	B	1							

5th Semester (Fall, 2019)						6th Semester (Spring, 2020)					
Course Code	Title of Course	Value	Grade	Cr.Hrs	SGPA	Course Code	Title of Course	Value	Grade	Cr.Hrs	SGPA
PE-311	Applied Numerical Methods	3.7	B	3		PE-321	Well Logging and Testing	4	A	3	
BT-312	Sociology	3.2	B	2		PE-321	Well Logging and Testing (L)	4	A	1	
PE-313	Drilling Engineering-II	4	A	3		PE-322	Reservoir Engineering	3.4	B	2	
PE-313	Drilling Engineering-II (L)	3.5	B	1		PE-322	Reservoir Engineering (L)	3.5	B	1	
PE-314	Petrophysics	4	A	3		PE-323	Petroleum Production-I	4	A	2	
PE-314	Petrophysics (L)	3.4	B	1	3.66	PE-323	Petroleum Production-I (L)	3.7	B	1	3.78
PE-315	Reservoir Fluids	3.3	B	3		PE-324	Environmental Safety	3.6	B	1	
PE-315	Reservoir Fluids (L)	4	A	1		PE-324	Environmental Safety (L)	3.7	B	2	

7th Semester (Fall, 2020)						8th Semester (Spring, 2021)					
Course Code	Title of Course	Value	Grade	Cr.Hrs	SGPA	Course Code	Title of Course	Value	Grade	Cr.Hrs	SGPA
PE-411	Petroleum Production Engg-II	3.9	B	3		PE-421	Principles of Enhanced Oil Recovery	4	A	3	
PE-411	Petroleum Production Engg-II (L)	3.8	B	1		PE-421	Principles of Enhanced Oil Recovery (L)	4	A	1	
PE-412	Gas Reservoir Engg.	4	A	3		PE-422	Reservoir Simulation	4	A	2	
PE-412	Gas Reservoir Engg. (L)	4	A	1	3.91	PE-422	Reservoir Simulation (L)	4	A	1	3.99
PE-413	Project Planning	3.8	B	2		PE-423	Petroleum Refinery Engineering	4	A	3	
PE-414	Instrumentation & Control	4	A	2		PE-423	Petroleum Refinery Engineering (L)	3.8	B	1	
PE-414	Instrumentation & Control (L)	4	A	1		BT-424	Project	4	A	6	
PE-415	Petroleum Economics	3.8	B	2							

Result Declaration Date: 28-09-2021

Date of Issue: Oct 21, 2021

Asst. Controller of Examinations  
BRAINS Institute, Peshawar

Controller of Examinations  
BRAINS Institute, Peshawar

**Note:**

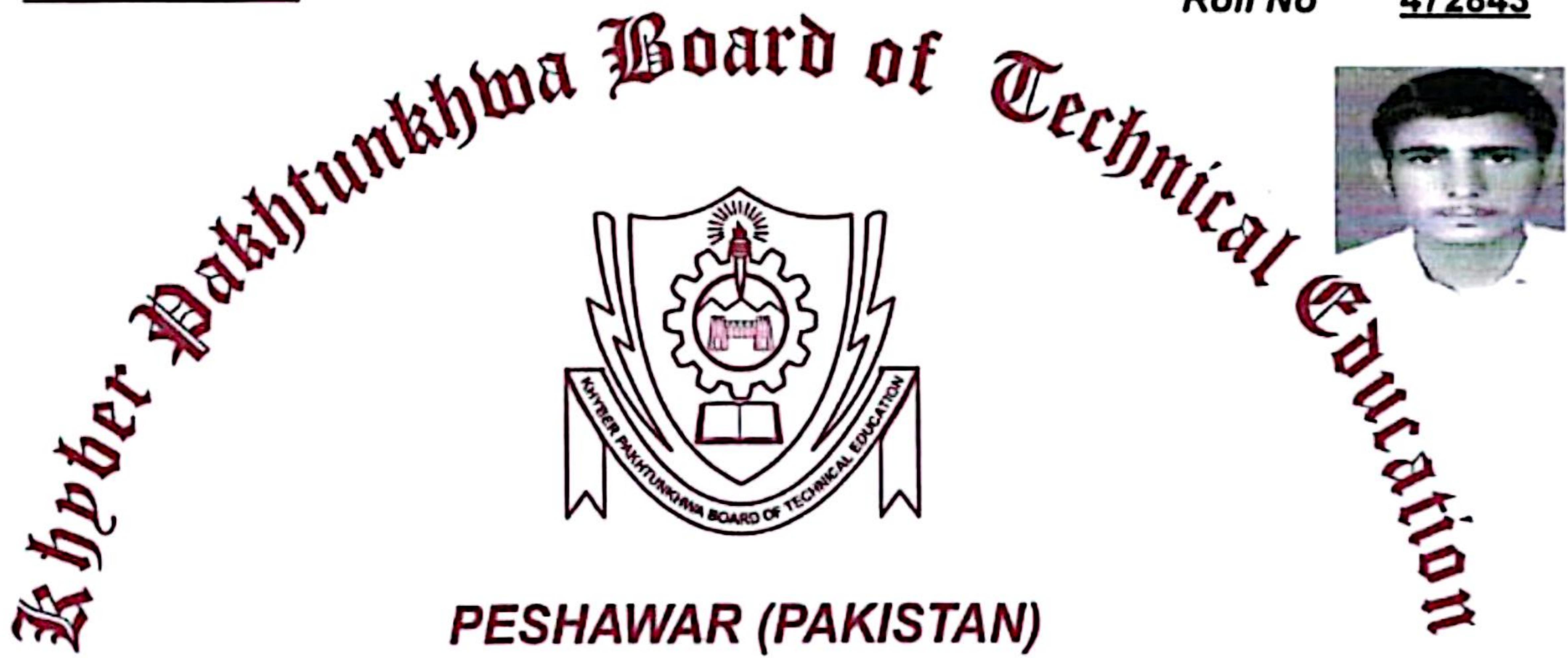
Errors and omissions, if any, are subject to subsequent rectification. This transcript is not an official document until signed and stamped by Controller of Examinations BRAINS Institute, Peshawar

052473

Serial No. \_\_\_\_\_

Roll No

472843



**PESHAWAR (PAKISTAN)**

**DIPLOMA OF ASSOCIATE ENGINEER**

**Petroleum Revised 2013**

Session Annual 2017

*Certified that Mr/Miss.* MUHAMMAD HANIF

*Son/Daughter of* MUHAMMAD SAID

*Registration No.* PITM/MRD/PT/14-13043

*of* PESHAWAR INSTITUTE OF TECHNOLOGY MARDAN BRANCH

*has passed the Diploma of Associate Engineer* PETROLEUM REVISED 2013

*Examination held by the Khyber Pakhtunkhwa Board of Technical Education, Peshawar in the month*

*of* May 2017

*He/She secured* 2756 *Marks out of* 3500 *and has been placed in*  
*Grade* A

*In recognition thereof, this  
Diploma of Associate Engineer*

*is awarded to him/her at Peshawar on the* 1st *day of* March 2018

*Shagor*  
ASSISTANT SECRETARY

*J.S.*  
SECRETARY

*This Diploma is issued without any alteration or eraser*

S. No. 412117

Roll No. 102126

Group. Science

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِيْمِ



# Board of Intermediate and Secondary Education

Mardan, Khyber Pakhtunkhwa, Pakistan

## SECONDARY SCHOOL CERTIFICATE

SESSION ANNUAL - 2014

This is to certify that MUHAMMAD HANIF Son of MUHAMMAD SAID  
and student of ISLAMIA EDUCATION ACADEMY HATHIAN MARDAN has passed the Secondary School  
Certificate Examination of the Board of Intermediate & Secondary Education Mardan, held in March / April 2014 as a Regular candidate.  
He obtained 712 marks out of 1100 and has been placed in Grade B representing Very Good. The candidate passed the following subjects:  
1. English 2. Urdu 3. Islamiyat (Comp) 4. Pakistan Studies 5. Mathematics 6. Physics 7. Chemistry 8. Biology  
His date of birth according to admission form is (in Figures) 10-02-98 (in Words) 10th February, N/H Ninety-Eight

Asstt. Secretary



Secretary



SECURITY CONTROL NO.

19701B888A71F

# Certification Card

**Muhammad Hanif**

has successfully completed the cognitive  
and skills evaluations for the following:

**First Aid, Adult CPR & AED**  
**5.50 hrs**

COMPLETION DATE

2/8/2024

INSTRUCTOR

Mahesh Ramakrishna Pillai (#2093243)

EXPIRATION DATE

2/28/2026

TRAINING CENTER

Sustainability Leaders Establishment

TRAINING CENTER ID

2093242

*This course is equivalent to AHA and meets ECC and ILCOR guidelines.*

**This credential can be verified at [nsc.org/FAverify](https://nsc.org/FAverify)**

KINGDOM OF SAUDI ARABIA  
MINISTRY OF INTERIOR

هُوَرِيزِنْ مِنْتَسِرْ

RESIDENT IDENTITY  
MUHAMMAD HANIF MUHAMMAD SAID

المَمْلَكَةُ الْعَرَبِيَّةُ السُّعُودِيَّةُ  
وزَارَةُ الدِّرْزِ الْإِلَيْشِ

محمد حنيف سيد محمد

الرقم ٦١٦٠٤٦٠٤٥٦٣٠ نسخة ١

مكان الإصدار الخدمات الإلكترونية

الإصدار ١٤٤٥/٠٦/١٠ الميلاد ١٩٩٨/٠٢/١٠

المهنة عامل بناء

الجنسية باكستان

الديانة الإسلام

صاحب العمل نواف ذغيمان بن محمدان العطيري



2563046016