

# RESUME

## MUHAMMAD KASHIF

Contact :+966533403076

Email: kashifhse919@gmail.com



Father Name: Abdul Lateef

Date of birth: 24Feb 2001

Iqama No: Transferable Available for immediate Joining

Languages: Urdu, English, Arabic, Pashto, Hindi

Nationality: Pakistani

### Objectives:

To promote, demonstrate and lead best practice in the field of Infrastructure & Construction Safety and Hospital Health Care & Facility Management, under the guiding principle of good leadership, professional conduct, proactive mindset and universally accepted norm sand philosophy in Operational and HSE Management.

### Skills:

- Excellent Communication and problem-solving Skills and an exceptional ability to build and maintain contractor and client relationship.
- Strong advocate for team work, performance excellence and inter personal capabilities .
- Highly developed analytical skills and training in requirements gathering, work flow design and analysis ,strategy design and implementation.
- Organization Health & Safety, Promoting a positive Health & Safety culture, Safe system of work, Emergency Procedure & Occupational incidents & accident investigation.

### Academic Qualification:

- Bachelor (Graduate)
- BA (University of Bannu) Pakistan
- Year of Passing: 2019
- HSSC (Higher Secondary School Certificate)
- B.I.S.E Bannu Pakistan
- Year of Passing: 2016

## Safety status:

- NEBOSH IGC Certified: No.00724566
- OSHA CONSTRUCTION
- ISO 45001
- **Health and Safety Diploma**  
Health and Safety Executive Reg. NIT/11566/ RWP PROFESSIONAL Skill EDUCATIONAL COUNCIL of Punjab Pakistan

## Computer Skill:

- Microsoft Office (Word, Excel, PowerPoint, Access, Outlook)
- Operating Systems...
- Computer Hardware & Software Troubleshooting
- Typing Speed 50 to 60 WPM

## Other Trainings:

- First Aid
- Hazard Training
- Fire Fighting
- Working at Height
- PPE Proper Usage
- Work Permit Traffic Control
- Tool Box talks
- Confined space
- Crane Safety Safe Lifting
- Scaffolding Safety
- Hot Works

## Experience Record:

### 1. From NOV-2023 Till Now

- Position: SAFETY SUPERVISOR
- Company: OCC WAVERS
- Project: POULTRY PROCESSING PLANT (PPP4)
- CLIENT: ALMARAI

### ROLES & Responsibilities:

- Conducting Risk Assessment & hazard identification
- Conducting Safety Inspections
- Training and Education:
- Investigating Incidents
- Risk Assessment
- Safety Reporting
- Emergency Response Planning
- Record Keeping and Documentation
- Safety Audits and Reviews
- Regulatory Compliance

### 2. From FEB-2023 till NOV 2024

- Position: HSE Officer
- Company: We build
- Project: Riyadh Metro
- Client: Riyadh metro train consultant (RMTC)

### ROLES & Responsibilities:

- Document & record keeping
- Develop, implement, and update quality control procedures and protocols

- To implement and monitor company Occupational Health and Safety Policy
- Educate workers and improve attitude regarding safety.
- Give safety induction and training to new employees
- Ensuring that tools box talks before the work is done
- Housekeeping and its good level in the job site
- Checking work permit compliance
- Checking that workers are complying to the required and mandatory PPE's
- Making daily and weekly OHS reports
- Checking and ensuring that checklists are applied to all the tools and equipments before the job
- Making sure that excavation is carrying out under the permit to work and risk assessment requirements.

## 2. From January 2021 till 2023 Feb

- Position: HSE Officer
- Company: AIC STEEL PVT LTD
- Project: Construction SWCC water desalination Plant
- Client: Sapco3

### ROLES & Responsibilities:

- Provide reports on the safety inspections & activities.
- Investigations of all accidents and near misses.
- Arranging and monitoring all waste management activities on the job site.
- Follow up on incidents /accidents reports
- Tools Box talk and daily briefing ongoing job hazards to concern workers, group leaders,
- Monitor construction activities and take relevant safety precautionary measures during hydro-test, measure test, excavation, confined space entry & use of compress gas cylinder and other activities.
- Conduct regular project safety inspections of operating plant and equipment.
- Conduct and record Job Safety Analysis (JSA) and risk assessments.
- Review lifting plans and method statements.

### 3. From January 2019 to December 2020

- Position: HSE Officer
- Company: BANNU WOLEEN MILL

#### **ROLES & Responsibilities:**

- TRAINING & EDUCATION
- RISK ASSESSMENT
- SAFETY INSPECTION
- Accident investigation
- Emergency preparedness
- Safety committee
- Safety record keeping
- Regular compliance

#### **Other Skill:**

- Quick Learner.
- Excellent letter formatting skills.
- Good in Analyzing.
- Excellent team member.
- Excellent leadership skills
- Flexible enough to adopt changes and challenges
- Excellent communication, interpersonal and presentation skills



nebosh

# NEBOSH International General Certificate in Occupational Health and Safety

This is to certify that

**Muhammad Kashif**

was awarded this qualification on

16 February 2023

Les Philpott  
Chair

Dee Arp  
Accountable Officer

Master log certificate No: 00724566/1338245

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



## World Safety Organization

(in Consultative Status, Category II, with the United Nations Economic and Social Council)



# CERTIFICATE OF COMPLETION

IS AWARDED TO

**Muhammad Kashif**

FOR THE

## CONSTRUCTION INDUSTRY STANDARD

10th September 2024

Introduction to OSHA  
Managing Safety and Health  
OSHA Focus Four Hazards  
Personal Protective Equipment  
Health Hazards in Construction

Stairways and Ladders  
Concrete and Masonry Construction  
Confined Spaces  
Cranes, Derricks, Hoists, Elevators & Conveyors  
Ergonomics

Excavations  
Fire Protection and Prevention  
Materials Handling, Use and Disposal  
Safety and Health Programs  
Scaffolds

Tools - Hand and Power  
Welding and Cutting  
Silica Exposure  
Asbestos Exposure  
Lead Exposure

Motor Vehicles, Mechanized  
Equipment and Marine Operations;  
Rollover Protective Structures and  
Overhead Protection; and Signs,  
Signals and Barricades



Certificate Number: SH600-00799

David Parr  
Director of Content Strategy, Learning

World Safety  
Organization



**KBS CERTIFICATION SERVICES LTD.**

E-mail : [training@kbscertification.com](mailto:training@kbscertification.com)

Website : [www.kbscertification.com](http://www.kbscertification.com)

# Certificate of Achievement

This is to certify that

**MUHAMMAD KASHIF**

(CQI ULN:593194)

has successfully passed all the course assessment requirements for PR357 ISO 45001:2018  
(Occupational Health and Safety Management Systems) Lead Auditor Training Course

Course Start Date : 14 Oct 2024

Certificate No: 2024-OHS-301

Course End Date : 25 Oct 2024

Course No: 2145



Approved Training Partner

ATP NO. 6051750

Approved by:   
**Kaushal Goyal**  
Managing Director

S.No. 3475

The certificate is valid for 5 years from the date above for the purpose of registering as an auditor with IRCA.

For authenticity of this certificate, visit: [www.kbscertification.com](http://www.kbscertification.com)

TF-26 (Version 2.00, Sep 2023) Certificate of Achievement

Roll No: 11566

Sr. No: 92566



# Professional Skill Educational Council (PSEC)

Established Under (ACT, XXI OF 1860 Govt. of Punjab Pakistan)

## Diploma

This is Certify that MUHAMMAD KASHIF

S/D/W of ABDUL LATIF KHAN

Registration No NIT/11566/RWP

Has satisfactorily completed the ONE YEAR Program of Instructions  
in HEALTH & SAFETY ENVIRONMENTAL (HSE )

From 2018 To 2019 He/She showed the Following in Exams

Total Marks	Obtained Marks	Percentage	Grade
1000	820	82%	A

In recognition therefore

*This Diploma is Awarded*

to student through internal assessment / examination held



by NUCOM INSTITUTE OF TECHNOLOGY RAWALPINDI  
Training Center / Workshop Campus of PSEC



Online Verification ([www.psec.org.pk](http://www.psec.org.pk))

Note: This diploma/certificate issued without  
alteration or erasure Errors/omissions expected

*DIRECTOR / CEO PSEC*

# CERTIFICATE OF EXCELLENCE

**Alc** steel



ARABIAN INTERNATIONAL COMPANY IS PROUD TO COMMEND

**Mr. MUHAMMAD KASHIF**

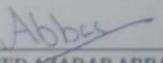
(SAFETY OFFICER)

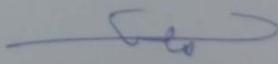
FOR DEMONSTRATING EXCELLENT PERFORMANCE IN HIS LINE OF DUTY BY STRICTLY FOLLOWING THE COMPANY'S HEALTH, SAFETY & ENVIRONMENTAL POLICY THAT CONTRIBUTED SIGNIFICANTLY TO PROMOTE PROJECT SAFETY CULTURE

IN

**AL- JUBAIL SWRO DESALINATION PLANT PHASE 2**

On NOVEMBER 1, 2023

  
SAYED AZADAR ABBAS  
(HSE Manager)

  
MUTAZ SALMAN  
(Const. Manager)

Arriyadh New Mobility



Name:

MUHAMMAD KASHIF

Position:

SAFETY OFFICER

Department:

T - RAISCO

SC56084

Roll No.

100280

Registration No.

2018-UB-BP-116926

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِيْمِ



University of Science & Technology Bannu

Khyber Pakhtunkhwa

P.W.S. Pakistan

Session 2018-2020

Muhammad Kashif son of Abdul Lateef Khan

a student of (Private Candidate)

having passed the prescribed examination held in September, 2020 is this day admitted by the

University of Science & Technology Bannu  
to the Degree of

**Bachelor of Arts**

in 2nd Division/Grade/G.P.A.

The examination was taken as a whole/in parts

Result Declared on 14-12-2020

Controller of Examinations

(AE)

Registrar



K.T. Jam

Vice Chancellor



# UNIVERSITY OF SCIENCE & TECHNOLOGY BANNU

Khyber Pakhtunkhwa PAKISTAN

S.No:566770

**DUPLICATE**

**DETAILED MARKS CERTIFICATE**

**Bachelor of Arts**

Session: 2018-2020



Part-II Annual Examination Held in September, 2020

Name: Muhammad Kashif Roll No: 100280

Father's Name: Abdul Lateef Khan Reg No: 2018-UB-BP-116926

Institute Name: Private Candidate

The candidate has secured the following marks and is placed in **Second** Division.

No.	Subjects	Max Marks	MARKS OBTAINED					Remarks
			Theory	Practical	Total	In Words	Remarks	
1	Part-I	285	—	—	157	ONE HUNDRED FIFTY-SEVEN		
2	English (Comp)	75	38	—	38	THIRTY-EIGHT		
3	Political Science	75	42	—	42	FORTY-TWO		
4	Law	75	50	—	50	FIFTY		
5	Pakistan Studies (Comp)	40	29	—	29	TWENTY-NINE		
<b>Total</b>		<b>550</b>			<b>316</b>	<b>THREE HUNDRED SIXTEEN</b>		

Note: Required Pass Percentage in each Subject (Written & Practical Separately) 33, Aggregate Pass Percentage 36  
The Examination was taken as a Whole

Prepared by:

Checked by:

**Controller of Examinations**  
University of Science & Technology, Bannu

Result Declaration Date	14-12-2020
Issue Date	22-03-2023



Roll No: 100280

Muhammad Kashif S/O Abdul Lateef Khan  
nasim gull baist khel distt bannu

Errors & omissions excepted, if any, are subject to subsequent rectification.

1/1

BU: S.No. 040870

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِيْمِ

Board of Intermediate and Secondary Education, Bannu  
Khyber Pakhtunkhwa, Pakistan

Roll No. 33926

Registration No: 0058-PBCB-1-16



HIGHER SECONDARY SCHOOL CERTIFICATE EXAMINATION

ORIGINAL CERTIFICATE (ANNUAL 2018)

PRE-ENGINEERING GROUP

Name Muhammad Kashif Son of Abdul Latif Khan

Student of P.P.C Boys Inter College, Bannu

has passed the Intermediate Examination held in April, 2018 as a Regular candidate.

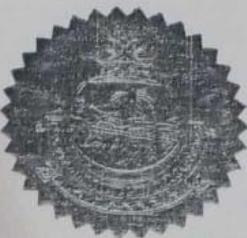
He obtained 594 marks out of 1100

and has been placed in Grade C Representing Good.

Result date: 02-08-2018

Prepared on: 25-01-2019

*Jan*  
ASSTT: SECRETARY



Dr. Muhammad Jan Wazir  
MBBS, FCPS  
Children Specialist

*Jan*  
SECRETARY

*This certificate is issued without alteration or erasure*



# BOARD OF INTERMEDIATE AND SECONDARY EDUCATION BANNU

Khyber Pakhtunkhwa, Pakistan

058873

S.No.

## Higher Secondary School Certificate Examination

### Detailed Marks Certificate

Roll No: 33926

Group: Pre-Engineering

Session (Annual Part-II) 2018



Name: Muhammad Kashif

Father's Name: Abdul Latif Khan

Registration No: 0058-PBCB-1-16

appeared as Regular Student of P.P.C Boys Inter College, Bannu

has secured the marks shown against each subject, in the Higher Secondary School Certificate Examination, held in the month of April The Examination was taken as a whole.

SUBJECTS	MAXIMUM MARKS				MARKS OBTAINED				Total	In Words		
	Part-I		Part-II		Part-I		Part-II					
	Theory	Practical	Theory	Practical	Theory	Practical	Theory	Practical				
1. English	100		100		51	--	47	--	98	Ninety-Eight		
2. Urdu	100		100		68	--	58	--	126	One Hundred Twenty-Six		
3. Islamiyat Compulsory	50				33	--	--	--	33	Thirty-Three		
4. Pakistan Studies			50		--	--	27	--	27	Twenty-Seven		
5. Physics	85	15	85	15	53	10	25	12	100	One Hundred Only		
6. Chemistry	85	15	85	15	42	9	39	13	103	One Hundred Three		
7. Mathematics	100		100		50	--	57	--	107	One Hundred Seven		

Total Marks: 1100 Marks Obtained: 594-C Five Hundred Ninety-Four Only

Remarks

Date of declaration of Result: 02-08-2018

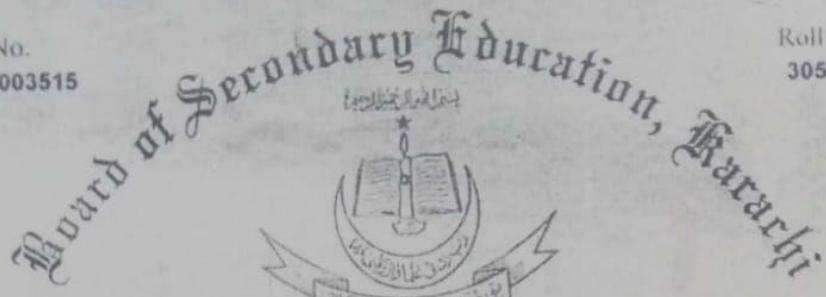
Prepared by:

Checked by:

Date of issue: 02-08-2018

Controller of Examinations

Dr. Muhammad Jan Wazir  
MBBS, FCPS  
Children Specialist

Sl. No.  
ZE-003515Roll No.  
305065

## Secondary School Certificate Examination, 2016

## SCIENCE GROUP

Certified that MUHAMMAD KASHIF

Father/Guardian's Name ABDUL LATEEF KHAN

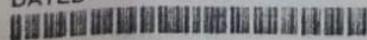
whose date of birth is TWENTY-FOURTH DAY OF FEBRUARY TWO THOUSAND

ONE has duly passed the Secondary School Certificate Examination held in  
the month of APRIL - 2016 as a REGULAR Candidate in the subjects mentioned belowand has been placed in GRADE  He/She obtained  Marks out of 

COMPONENT I	COMPONENT II
SINDHI SALEES	MATHEMATICS
URDU NORMAL	BIOLOGY
ENGLISH	PHYSICS
PAKISTAN STUDIES	CHEMISTRY
ISLAMIAT	

COMPONENT III  
He/She offered  
XXXXXX  
as Vocational Subjects and has  
been awarded grade XXX  
by his/her Institution on the  
basis of Internal Assessment.

DATED 09/05/2018



Note: This certificate is issued without a relation or enclosing  
Please also see on the reverse.



Secretary

Dr. Muhammad Jan Wazir  
MBBS, FCPS  
Children Special  
Education

SERIAL NO.

0644401 **BOARD OF SECONDARY EDUCATION**  
**KARACHI**

STATEMENT OF MARKS  
S.S.C. EXAMINATION  
(FOR SUCCESSFUL CANDIDATES ONLY)

EXAMINATION ANNUAL 2016 ROLL NUMBER 305065  
GROUP SCIENCE

NAME MUHAMMAD KASHIF

FATHER'S NAME ABDUL LATEEF KHAN

SCHOOL/PRIVATE WORKERS MODEL SECONDARY SCHOOL NEW KARACHI  
SECTOR-16-A, LABOUR SQUARE, INDUSTRIAL AREA, NORTH KARACHI.

S U B J E C T S			
COMPONENT-I	MARKS	COMPONENT-II	MARKS
SINDHI SALESS URDU NORMAL	39 41	80/150	MATHEMATICS 37/100
ENGLISH PAPER I ENGLISH PAPER II	38 43	81/150	BIOLOGY (TH) BIOLOGY (PR) 28/85 15/15
PAKISTAN STUDIES		45/75	PHYSICS (TH) PHYSICS (PR) 28/85 14/15
ISLAMIAT		68/75	CHEMISTRY (TH) CHEMISTRY (PR) 45/85 15/15

GRAND TOTAL: 456 OUT OF 850

GRADE: C

GRADE IN COMPONENT III  
AWARDED BY THE SCHOOL IN

XXXXXXXXXXXXXX

GRADE: XXXX

DATED: 05-August-2016

*Liaqat Ali*  
- AS - 2016

CONTROLLER OF EXAMINATIONS

E. &amp; O. E.