

# COVERING LETTER

Esteemed Sir / Madam,

Please accept this letter as an expression of my interest in the post of HSE Officer in your company. I am detail oriented who has excellent critical thinking to evaluate health risks and develop health and safety strategies for people against environmental and other dangers. I am a professional, passionate and enthusiastic HSE Officer with extensive experience of 5 years in the field of construction / underground utilities and facility construction.

I have strong background in providing valuable safety solutions to the company I have worked in. I have always been an avid learner when it comes to improving my skills. I am as an HSE officer smart and intelligent who is perfect problem solver, who manages everything with accuracy and proficiency.

In my previous jobs as HSE Officer, I am a progressive and career-oriented person who always looks for new ways and opportunities to avail myself. My collaboration skills are excellent; I can work in team work to achieve a particular goal.

Thank you for your appraising my job skills. My attached resume will elaborate explicit knowledge of my educational background and prior job responsibilities. I could be the best fit for the benefit of your organization.

I would like here to request you to take a moment and have look at the resume.

I am looking forward to your response.

I am highly obliged for your time and consideration.

Sincerely,

MUHAMMAD ALI, Safety Officer



# Muhammad Ali

HSE, Safety Officer:

## ABOUT:

To work in a dynamic environment, that provides me a wide spectrum of experience and exposure. To bring a dynamic and versatile portfolio of skills at work place beside serve the organization with positive attitude and efficiency.

## PROFESSIONAL SKILLS

MS Excel	●●●●●●●●●●
MS Word	●●●●●●●●●●
PowerPoint	●●●●●●●●●●
Access	●●●●●●●●●●

## EDUCATION:

- **Matric** 2008 - 2010  
New Model Public High School, KPK, Pakistan
- **Intermediate** 2010 - 2012  
Institute of Business & Sciences, BISE Peshawar, Pakistan
- **Graduation** 2020 - 2022  
Peshawar University

## Certification:

- **MS Office** (Word, Excel, Power Point, Access)  
13-April-2011 Certificate # 58036
- **OSHA (Occupational Safety & health Adminstration)**  
08-FEB-2022 Certificate# 0065767
- **IOSH (Institute of occupational Safety & Health)**  
22-June-2024 Certificate# 720576
- **Nebosh (National Examination Board of Occupational Safety & Health)**  
11-July-2024 Certificate# 00834831/1440261
- **First Aid**  
05-May-2024 Certificate# 004117

## CONTACT DETAILS

- 📞 +96 55 4842678
- ✉ MA406192@GMAIL.COM
- 📍 Duba, Tabuk Province NEOM  
Nesma Camp

## LANGUAGES:

English	<div style="width: 80%;"></div>
Punjabi	<div style="width: 75%;"></div>
Pushto	<div style="width: 85%;"></div>
Urdu	<div style="width: 78%;"></div>
Arabic	<div style="width: 15%;"></div>
Hindi	<div style="width: 60%;"></div>

## PERSONAL INFO:

NAME	Muhammad Ali
FATHER NAME	Parviz Akhtar
RELEGION	ISLAM
MARTIAL STATUS	MARRIED
DATE OF BIRTH	05-Sep-1993
NATIONALITY	PAKISTANI
DRIVING LICENSE	KSA-VALID 2029
DRIVING LICENSE	PAK-Expired 2023
IQAMA STATUS	Valid
IQAMA #	2584962241
IQAMA EXPIRY	01-Nov-2025
PASSPORT	HT1807843
PASSPORT EXPIRY	2028

## HOBBIES:

- JOGING \ GAMING
- MOVIES \ SERIES
- BIKE \ CAR RIDING

## EXPERIENCE:

• <b>Dubai</b>	<b>April 2014 to May 2018</b> <b>Aircraft Appearance and safety inspector</b> Position: Location:
• <b>Madinah</b>	<b>Feb 2024 to September 2024</b> Installation of underground utilities Safety Officer Knowledge Economic City, Madinah Position: Project:
• <b>NEOM</b>	<b>Nov 2024 to date</b> Excavation, Hauling, Reclamation, Dredging Safety Officer Terminal 2, Stage 2 NEOM Port, Oxagon Position: Project:

## My Responsibilities:

Identifying and investigating potential workplace hazards and provides recommendation to eliminate or reduce those hazards. Hazard analysis evaluation of equipment, material storage, machinery, etc. Monitoring, the workers at job site to ensure that they maintain their respective area tidy and clean for at least 10 to 15 minutes before knock-off time in every day. Conduct daily and weekly safety toolbox meetings. Counter verify, heavy equipment daily inspection checklist. On daily base fire equipment inspection and compliance of PPE's. Carry out site surveys to see that only safe work methods are inn operations. Inspection of the work site and taking suitable steps to eliminate all the unsafe working condition. Promote safe practices at job site, maintain weekly, monthly checklists.



## NEBOSH International General Certificate in Occupational Health and Safety

This is to certify that

**Muhammad Ali**

was awarded this qualification on

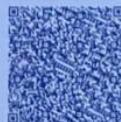
11 July 2024

Rob Hull  
Chair

Dee Arp  
Accountable Officer

Master log certificate No: 00834831/1440261

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





This is a certificate awarded to

**Muhammad Ali**

on successfully completing

**Managing Safely**

a course approved and validated by the

**Institution of Occupational Safety and Health**

in association with

**SS Institute Of Safety And Health**

*Approved Center: 5032*

Signed on behalf of IOSH

*Vanessa Hamood-Ullah*

Chief Executive

*A/2*  
Course Organiser

## TRANSCRIPT



Occupational  
Safety & Health  
American Society

OSHAS

LEARNER NAME:

**Muhammad Ali**

Certificate Number : **0065767**

COURSE:

**30 Hours General Industry Standards**

Issue Date: **08-Feb-2022**

SERIAL #	TOPIC	OBTAINED SCORE	TOTAL SCORE
01	<i>Introduction to Health &amp; Safety Management System</i>	3.6	4.0
02	<i>Ergonomics &amp; Work Related Upper Limb Disorders</i>	2.8	4.0
03	<i>Energy Isolation &amp; LOTOTO</i>	4.0	4.0
04	<i>Electrical Safety &amp; Controls (Basics)</i>	2.5	4.0
05	<i>Introduction to Safety Accountability</i>	4.0	4.0
06	<i>Hazards &amp; their Controls</i>	2.4	4.0
07	<i>Introduction to Safety Supervision</i>	4.0	4.0
08	<i>Fall protection &amp; Safe working at height</i>	4.0	4.0
09	<i>Personal Protective Equipment (PPE)</i>	4.0	4.0
10	<i>Bloodborne Pathogens</i>	4.0	4.0

**Morgan Maxwell**  
Exam Coordinator

OBTAINED SCORE

3.5

OSHAS trainings are provided as per ANSI Standard Z490.1-Criteria. This transcript verifies that the learner have acquired knowledge to satisfy the employer's safety training program requirements.





Cert No. : 00655767

# Certificate of Completion

Muhammad Ali

Has successfully completed all academic requirements in this Occupational Safety & Health course of study presented by OSHAS authorized training provider (ATP)

30 Hours General Industry Standards

*Cooper*

Henry D'Cooper  
Chief Executive Officer



*Marcus Hilton*

Marcus Hilton  
Director Training



08-02-2022  
Issue Date

[www.oshas.us](http://www.oshas.us)



JABAL  
HEMALAYA  
FOR INSPECTIONS

Third Party Inspection  
& Safety Training Services  
+966 (0)112334900, Riyadh, KSA  
info@jhinspection.com

**MUHAMMAD ALI**

Issue Date : 20.04.2025

Expiry Date : 19.04.2026

ID.No. : 2824962241

Card Number : JHI-2270-25-TC9

Employed By : M/s. AERTSSEN MACHINERY SERVICES LTD



**FIRST AIDER & CPR**

**SERVICES**

Third Party Inspection of Lifting Equipments - Earthmoving Equipments - Lifting Gears - Power Tools - NDT - Equipment's Operator Assessments, etc.

**SAFETY TRAINING**

Equipment's Operator training -Scaffolding training - Basic fire fighting -Basic Rigging & Slinging - Lifting Supervisor - Working at height - Confined space - Electrical Safety Training - Basic First Aid (UK)-IOSH, etc.

Website: [www.jhinspection.com](http://www.jhinspection.com) E-mail:info@jhgroup.com  
Tel: +966(0)112334900 Riyadh, Saudi Arabia

Note: This is not Saudi Arabia Driving License

Disclaimer: JHI has no liability for any errors committed by the holder of this card whilst attending the categorized duty



# CERTIFICATE

FOR APPRECIATION



SS INSTITUTE  
Institute of Health & Safety

Sr. 004117

Proudly presented to:

Muhammad Ali

Subject: First Aid

## Training Objectives

- **Basic First Aid Techniques:** Immediate response to injuries, burns, fractures, and other common emergencies.
- **CPR and AED Training:** Life-saving techniques for cardiac emergencies.
- **Emergency Response Protocols:** Effective actions to take in various critical situations.
- **Choking and Airway Management:** Techniques for assisting individuals with obstructed airways.
- **Shock Management:** Strategies for treating and stabilizing individuals in shock.
- **Wound Care and Infection Control:** Proper techniques for wound cleaning and dressing.

Managing Director:

Younis Qamar (CMIOSH)



Date of issue:  
05.05.2024

Signature

# CERTIFICATE

## FOR APPRECIATION



SS INSTITUTE  
Institute of Health & Safety

Sr. 008882



Proudly presented to:

Muhammad Ali

Subject: Risk Assessment

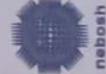
### Learning Objectives:

- Identifying and Evaluating Risks:  
*Various assessment techniques, qualitative and quantitative, for recognizing hazards in diverse contexts and industries.*
- Implementing Control Measures:  
*Strategic application of preventive and corrective actions to equip participants in effective risk mitigation.*
- Developing Risk Management Strategies:  
*Crafting tailored, comprehensive plans integrating risk identification, assessment, and control.*

Ch. Ali  
Signature



Managing Director:  
Younis Qamar (CMIOSH)



Date of issue:  
05.04.2024

S No. 38786

Roll No. 15445

# Board of Intermediate & Secondary Education

## Khyber Pakhtunkhwa (Pakistan)

### Secondary School Certificate Examination

SESSION 2010-ANNUAL



This is to Certify that

Muhammad Ali (Science Group)

Son of Parviz Akhtar

Resident of Peshawar

Peshawar District

has passed the Secondary School Certificate Examination of the Board of Intermediate and Secondary Education, Peshawar held in March, 2010 as a Private candidate. He obtained 442 Marks out of 1050 and has been placed in Grade D. Representing Fair

The Candidate passed in the following subjects:

1. English
2. Urdu
3. Islamiyat (Comp)
4. Pakistan Studies
5. Maths
6. Physics
7. Chemistry
8. Biology

Date of birth according to admission form 05 September, 1993

*Asstt Secretary*

This Certificate is issued without alteration or erasure.

*Secretary*

S NO. 82031

Group. Pre-Engineering

Roll No. 63644

# Board Of Intermediate & Secondary Education

## PESHAWAR

Khyber Pakhtunkhwa (Pakistan)

INTERMEDIATE EXAMINATION

SESSION 2012- ANNUAL



This is to Certify that Muhammad Ali Son of Parviz Akhtar  
and a student of Institute Of Business & Science Zaryab Colony Peshawar Registered No. 0012-B/IBS-2010  
has passed the Intermediate Examination of the Board of Intermediate & Secondary Education, Peshawar  
held in April, 2012 as a Regular candidate. He obtained 510 Marks out of 1100 and  
has been placed in grade D Representing Fair. The examination was taken as a whole.

  
Asstt Secretary

  
Secretary

This Certificate is issued without alteration or erasure.



# University of Peshawar

## Pakistan

This certifies that

**Muhammad Ali son of Perviz Akhtar**

having fulfilled all the requirements is hereby admitted to the degree of

**Bachelor of Arts**

and is entitled to all the rights, honours and privileges thereunto appertaining.

Given this 17th day of January, 2022.



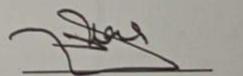
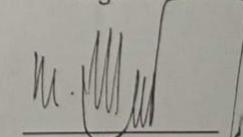
Roll No: 56784

Session: Annual 2021

Reg. No: 2014-PE-11116



214330

  
Registrar  
  
Vice Chancellor

Reg. No. SDC/AIT/52066

S. No. 55036

# SKILL DEVELOPMENT CENTER

National Training Board (N.T.B)  
Labour & Manpower Division  
Government of Pakistan



This is to certify that  
Mr./Mrs./Miss MUHAMMAD ALI

Has successfully completed a special training course organized by the SDC Peshawar  
in the trade of MICROSOFT OFFICE

Held at APTECH INSTITUTE OF INFORMATION TECHNOLOGY, PESHAWAR

From 01-11-2010 To 31-01-2011

In recognition thereof this certificate is issued

On 13th day of APRIL-2011



HAJI MUHAMMAD JAVED  
CHAIRMAN  
SDC PESHAWAR