

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	●●●●●●●●●●

PERSONAL SKILLS

Organized	●●●●●●●●●●
Management	●●●●●●●●●●
Presentation	●●●●●●●●●●
Fast learner	●●●●●●●●●●
Motivated	●●●●●●●●●●

CONTACT DETAILS

+96 55 4842678

MA406192@GMAIL.COM

Duba, Tabuk Province NEOM
Nesma Camp

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 Administration)**
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

LANGUAGES:

English	<div><div></div></div>
Punjabi	<div><div></div></div>
Pushto	<div><div></div></div>
Urdu	<div><div></div></div>
Arabic	<div><div></div></div>
Hindi	<div><div></div></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:

- Dubai** **April 2014 to May 2018**
Aircraft Appearance and safety inspector
Position: Team Leader
Location: Terminal 1,2,3
- Madinah** **Feb 2024 to September 2024**
Installation of underground utilities
Position: Safety Officer
Project: Knowledge Economic City, Madinah
- NEOM** **Nov 2024 to date**
Excavation, Hauling, Reclamation, Dredging
Position: Safety Officer
Project: Terminal 2, Stage 2 NEOM Port, Oxagon

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

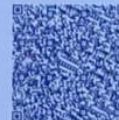
11 July 2024

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

NEBOSH Verifications



Thank you for using the NEBOSH online successful learner verification service.

Based on the following information:

Name

Muhammad Ali

Date of Achievement

11-07-2024

Master Log Number

00834831/1440261

We are happy to confirm that **Muhammad Ali** successfully achieved the **NEBOSH International General Certificate in Occupational Health and Safety** on **11 July 2024**.

PLEASE NOTE: This document can be used for your records to confirm a NEBOSH Certificate has been verified. We recommend employers visit the NEBOSH website to verify certificates and should not accept this document on its own as proof of qualification.

If you require a formal verification for attestation or legal purposes, there is an applicable fee for this. Please visit [here](#) to complete the request.

Should you need any further information please contact our Customer Experience Team on +44 (0)116 263 4700 or email info@nebosh.org.uk

Thank you

NEBOSH Customer Experience Team



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-Wicks

Chief Executive

A/3
Course Organiser



Date: 22 June 2024

Cert No: 720576

Possession of this certificate does not confer exemption from accredited qualifications with lead to membership of IOSH



Occupational
Safety & Health
American Society

OSHAS

TRANSCRIPT

LEARNER NAME:

Muhammad Ali

COURSE:

30 Hours General Industry Standards

Certificate Number : **0065767**

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

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





Occupational
Safety & Health
American Society

OSHAS

Cert No. : 0065767

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

Henry D'Cooper
Chief Executive Officer



Marcus Hilton
Director Training



www.oshas.us

08-02-2022

Issue Date

OSHAS



**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 & Slings - Lifting Supervisor - Working at height - Confined space - Electrical Safety Training - Basic First Aid (UK)-IOSH, etc.

Website: 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





SS INSTITUTE
INSTITUTE OF HEALTH & SAFETY

CERTIFICATE FOR APPRECIATION

Sr. 004117

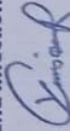
Proudly presented to:

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.

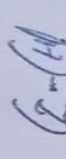


Managing Director:

Younis Qamar (CMIOSH)



Date of Issue:
05.05.2024


Signature



SS INSTITUTE
INSTITUTE OF HEALTH & SAFETY

Sr. 008882

CERTIFICATE FOR APPRECIATION

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.

Managing Director:

Younis Qamar (CMIOSH)



Signature



Date of Issue:
05.04.2024

S No. 38786

Roll No. 15445

Board of Intermediate & Secondary Education



Exhyber Pakhtunkhwa (Pakistan)
Secondary School Certificate Examination

SESSION 2010- ANNUAL

(Science Group)

This is to Certify that

Muhammad Ali

Son of

Parviz Akhtar

and a, resident of

Peshawar District

has passed the Secondary School Certificate

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

Assit Secretary
Ali

This Certificate is issued without alteration or erasure.

Secretary
Ali

Group. Pre-Engineering

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

Roll No. 63644

**Board Of Intermediate & Secondary Education
PESHAWAR**

Khyber Pakhtunkhwa (pakistan)

INTERMEDIATE EXAMINATIONS

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.*

[Signature]
Asstt Secretary

This Certificate is issued without alteration or erasure.

SECRETARY



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 Council

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

Competency Based Certificate



This is to certify that

Mr/Ms/Muhammad Ali

Son/Daughter of PERVIZ AKHTAR

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 LAIED
CHAIRMAN
SDC PESHAWAR