

# **SULIMAN KHAN**

## **HSE OFFICER**

### **Contact Info**

057-525-1443

sulimandesigner5@gmail.com

Riyad Saudi Arabia



**Three Years Experience as a HSE Profession  
Transferable Iqama**

### **Objective:**

To secure a position as a Health and Safety Professional in a reputable organization where my 3 years of experience in Occupational Health and Safety within construction companies, including expertise in office HSE documentation, can be utilized. I am seeking new opportunities to gain more experience and further develop my skills while contributing to the development and implementation of HSE management systems, fostering continuous improvement to ensure a safe and healthy work environment for employees and the organization.

### **Work Experience**

Client	ROSHN	Nov 2023 To Present
Project	SEDRA PROJECT (RIYADH)	
Company	CHINA HARBOUR	
Consultant	ecec (EAST CONSULTING ENGINEERING COMPANY)	
Role	HSE Officer	

### **Duties and Responsibilities:**

- Inspection of PPEs (Personal Protective Equipments).
- Check safe work plan and work permit.
- Attend Tool Box Meeting.
- Inspection of Color Code System.
- Inspection of Power Tools, Hand Tools and Fire Extinguishers.
- Report any Incident/Accident immediately to the Safety Manager.
- Provide awareness about safety among employees.

- Prepare daily safety report..
- Check the condition of Fire Extinguisher and Grounding of Machine.
- Identify and assess hazards, risks and control measures for a specific operation.
- Conduct ongoing review of operations and processes to identify potential.
- Set up and supervising temporary work areas.
- Supervise the safe handling, storage & disposal of hazardous materials.
- Supervise the operation of any potential hazards in the workplace.
- Ensure that all company employees meet all OSHA requirements.
- Standardize health and safety in order to remain consistent.
- Identify hazardous waste and disposing of it correctly.
- Promote safety initiatives.
- Compile and maintain relevant registers to ensure compliance.
- Document staff information, minutes of meetings, and reports compiled for management.
- Regulatory inspect equipment.

### **Work Experiences:**

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- Conduct site inspections and risk assessments.
- Developing and implementing safety policies and procedures.
- Providing training and orientation to workers.
- Investigating incidents and near-misses.
- Collaborating with management and contractors to ensure compliance.
- Monitoring and reporting on safety performance metrics.
- Ensuring adherence to regulations and industry standards.
- Maintaining accurate records and documentation.
- Fostering a safety-first culture on site.

### **Expertise likely includes:**

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- OSHA regulations and industry standards
- Hazard identification and control
- Fall protection, scaffolding, and ladder safety
- Personal protective equipment (PPE) and respiratory protection
- Electrical and fire safety
- Emergency response and first aid
- Accident investigation and root cause analysis

Client	RCRC (ROYAL COMMISSION OF RIYADH CITY)	April 2022 To July 2023
Project	RIYADH METRO LINE 3 -	
Company	RAISCO CONTRACTING	
Main Contra..	ANM (AR RIYADH NEW MOBILITY)	
Consultant	RMTC (RIYADH METRO TRANSIT CONSULTANT)	
Role	HSE OFFICER	

## Duties and Responsibilities:

- Daily early morning walks through and inspection of work area.
- Conducting daily Toolbox to the work crew according to their activities.
- Color code system implementation on monthly basis.
- Inspecting and updating safety signages and barricades at the site.
- Identifying Hazard and explaining to the workers.
- Coverage of all critical activites including lifting and hot works.
- Maintained Material Safety Data Sheets (MSDS) on chemicals used in the workspace.
- Make sure that PPEs is being used in workplaces according to regulations.
- Make sure that dangerous materials are correctly stored.
- Arrangement and conducting of equipment inspections.
- Monitor activities such as hot work, welding, excavation, un-sage crane lifting, scaffolding.
- Coordinate with the area construction supervisor to rectify the issues;.
- To comply with Proper Housekeeping, Material Management and PPE Compliance.
- Work on risk assessment, JSA, Method Statement.
- Conduct daily TBT with the team and briefing of all present activities and its hazards.
- Prepare and audit HSE daily, weekly, monthly, and annual reports for company, clients..
- Developing and conducting various HSE training for Health & Safety awareness programs.
- Conducted safety surveys of field locations identifying immediate.
- Attend and Lead safety meetings for safety culture improvements.
- Create safety awareness by promoting safety meetings, presentations, open fourm dissussion
- Establish a cordial and professional relationship with employees.
- Maintain compliance with all safety regulations.
- Conduct regular staff meetings to share best practice techniques.
- Standardize health and safety in order to remain consistent.
- Identify hazardous waste and dispising of it correctly.
- Promote safety initiatives.
- Compile and maintain relevant registers to ensure compliance.
- Document staff information, minutes of meetings, and reportscompiled for managements.
- Regularly inspect equipent.
- Check the condition of Fire Extinguisher and Grounding of Machine.
- Identify and assess hazards, risks and control measures for a specific operation or precess.

Project	BLVD RUNWAY PROJECT RIYADH	Aug 2023 To Oct 2023
Client	SELA	
Company	STYRO 3D LEBANON KSA	
Consultant	BV (BUREAU VERITAS CONSULTANT	
Role	HSE OFFICER	

## Duties and Responsibilities:

- Inspection of PPEs (Personal Protective Equipments).
- Check sage work plan Work permit.
- Attend Tool Box Meeting.
- Inspection of Color Code System.
- Inspection of Power Tools, Hand Tools and Fire Extinguishers.
- Report any Incident/Accident immediately to the Safety Manager.

## Work Experiences

- Providing training and orientation to workers
- Investigating incidents and near-misses
- Collaborating with management and contractors to ensure compliance
- Monitoring and reporting on safety performance metrics
- Ensuring adherence to regulations and industry standards
- Maintaining accurate records and documentation
- Fostering a safety-first culture on site
- Hazard identification and control
- Fall protection, scaffolding, and ladder safety
- Personal protective equipment (PPE) and respiratory protection
- Electrical and fire safety
- Emergency response and first aid

## Computer Literacy

- Microsoft Office (MS Word, MS Excel, MS Power Point).
- Documentation
- Internet, Email, and Web Browsing.

## **Safety Courses**

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- OSHA 10 hours certificate in general industry (online)
- OSHA 48 hours certificate in occupationa Health and Safety Manager

## **HSE Training**

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- Confined space entry Training
- PPEs proper usage training
- Fall Protection training
- Work Permit training
- Fire Fighting Training
- Working at Height Training
- Work related equipment Hazard Training
- First Aid Training

## **Education**

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### **BACHELOR**

*UNIVERSITY OF MALAKAND 2020 | 2022*

*Recognized by HEC (Higher Education Commission Pakistan)*

### **INTERMEDIATE SCHOOL CERTIFICATE**

*MALAKAND BOARD 2017 | 2019*

*Recognized by IBCC (Inter Board Committee Chairman Peshawar)*

### **MATRICULATION CERTIFICATE**

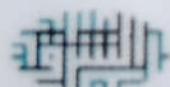
*MALAKAND BOARD 2015 | 2017*

*Recognized by IBCC (Inter Board Committee Chairman Peshawar)*

### **DIPLOMA IN INFORMATION TECHNOLOGY**

*BTE PESHAWAR BOARD 2022 | 2023*

*Recognized by IBCC (Inter Board Committee Chairman Peshawar)*



شركة الشرق  
للاستشارات الهندسية



## SEDRA PROJECT RIYADH ID CARD

Card number: 10813

Name: SULIMAN KHAN

Contractor: CHEC

ID No.: 2584031856

Nationality: PAKISTANI

Expiry Date: 30/12/2025

Position: HSE OFFICER

Training Conducted: HSE Orientation





This is a certificate awarded to

**Suliman Khan**

on successfully completing

**Managing Safely**

a course approved and validated by the

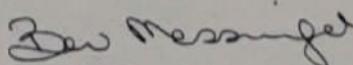
**Institution of Occupational Safety and Health**

in association with

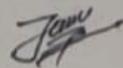
**College of Occupational Safety Health**

*Approved Centre: 3129*

Signed on behalf of IOSH



Chief Executive



Course Organiser





Occupational  
Safety & Health  
American Society



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

**OSHA®**

## TRANSCRIPT



LEARNER NAME:

**Suliman Khan**

COURSE:

**30 Hours General Industry Standards**

Certificate Number : **0065819**

Issue Date : **13-Jan-2021**

SERIAL #	TOPIC	OBTAINED SCORE	TOTAL SCORE
01	Introduction to Health & Safety Management System	2.5	4.0
02	Ergonomics & Work Related Upper Limb Disorders	4.0	4.0
03	Energy Isolation & LOTOTO	2.1	4.0
04	Electrical Safety & Controls (Basics)	4.0	4.0
05	Introduction to Safety Accountability	4.0	4.0
06	Hazards & their Controls	2.6	4.0
07	Introduction to Safety Supervision	4.0	4.0
08	Fall protection & Safe working at height	2.9	4.0
09	Personal Protective Equipment (PPE)	4.0	4.0
10	Bloodborne Pathogens	4.0	4.0

**Morgan Maxwell**  
Exam Coordinator

OBTAINED SCORE

**3.4**

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.



**UNIVERSITY OF MALAKAND  
PAKISTAN**

Serial No. 065814



Session 2019-2021

SULIMAN KHAN Son of RAZIMAND Registration No. 1950054 Private Candidate of District Dir (Lower) having passed the prescribed examination held in Jul-Aug, 2022 under Roll No. 8181 is admitted by the University of Malakand to the degree of

**Bachelor of Arts**

in Second Division

The examination was taken in parts.

A handwritten signature of the Controller of Examinations is present above the title.

Controller of Examinations

Result Declared on 22-Aug-2022

18127465

Issuance Date 28-Nov-2022

Countersigned

A handwritten signature of the Vice Chancellor is present above the title.

Vice Chancellor

1772791

60417

10572

**KHYBER PAKHTUNKHWA BOARD OF TECHNICAL & COMMERCE EDUCATION**



**ATTESTED**  
*H. S. Khan*  
**YASIR ALI RASHEED PESHAWAR**  
 Deputy Director NAVTTC RO-KPK

**DETAIL MARKS CERTIFICATE  
 COMPUTER COURSE  
 PART-II  
 DIPLOMA IN INFORMATION TECHNOLOGY 2011**

Name of Candidate	SULIMAN KHAN			
Father's Name	RAZI MAND			
Roll.No.	232646	Session	1ST TERM	2023
Reg.No.	CPIC/CHK/DITR/2nd-22/M-20627			
Institute/College	CHAKDARA POLYTECHNIC INSTITUTE CHAKDARA			



Subject	Total Marks	Obtained Marks			
		Th	Pr	Total	In Words
Part-I Marks		700		475	
1 Introduction to DataBase	100 / 50	62	43	105	One hundred five
2 MS Access	50 / 100	27	91	118	One hundred eighteen
3 E-Commerce & Web Technology	100 / 50	63	45	108	One hundred eight
4 Graphic Design	100 / 50	57	45	102	One hundred two
5 Project	100	-	85	85	Eighty-five

1400

993

Nine hundred ninety-three

**CHECKED & VERIFIED**

*Nasir Feroz*  
 Dealing Clerk 17/04/2024

*SJ*  
 Asstt: Controller of Exams  
 KPK BT&CE Peshawar

Prepared by Nasir FerozChecked by 

Result Declaration Date = 23/06/2023

Error(s) &amp; Omission(s) excepted Any mistake in above particulars must be intimated within 30 days of the issuance of this certificate

*2024*  
 CONTROLLER OF EXAMS