***SIJU MATHEW***

 *Email:* *mathewsiju8@gmail.com*

***CAREER OBJECTIVE***

*Highly Organized & Dedicated Graduate with Fire & Safety Engineering Diploma having good interpersonal skills and can work in a challenging environment by devoting full efficiency for the development of the organization.*

***PROFESSIONAL EXPERIENCE –Total- 9 years***

***Al-Dhow Engineering General Trading And Contracting Co.Wll*** *– 5 Months*

*Duration : Since 1 July 2017 to Till Date*

*Location : Kuwait*

 *Designation : Safety Officer*

 *Project Details : Ac and Switch Gear Maintenance in Al-Zour South Power Station*

***Ray Engineering Ltd - 3 year 7months Exp****.*

*Duration :* ***(3 years – 7 months)*** *1st Feb 2013 to 31st Aug. 2016*

*Location : India*

 *Designation : Safety Officer*

 *Project Details : Civil, structural, tanks, pipeline erection & maintenance project*

 *Work at Bharath petroleum corporation Limited Kochi Refinery (BPCL-KR)*

***ESSA Engineering &Marine Service LLC Dubai 5 Years Exp.***

*Duration :* ***(5 years)*** *28th Dec 2007 to 31stDec 2012*

*Location : Dubai*

*Designation : Safety Officer*

*Project Details : Civil, structural, tanks, pipeline erection & maintenance project
 in Abu Dhabi National Oil Company (ADNOC)*

***JOB PROFILE***

* *Assist with the preparation of a construction health and safety plan*
* *Confirm necessary documentation was submitted to the relevant authorities*
* *Attend project planning meetings*
* *Assessments and approval of contractor(s) health and safety plans*
* *Attend the contractors site handover*
* *Attend regular site, technical and progress meetings*
* *Facilitate site health and safety meetings*
* *Identification of the hazards and risks relevant to the construction project through regular coordinated site inspections*
* *Establish and maintain health and safety communication structures and systems, distribution of health and safety specific documents to sub-contractors*
* *Compiling project specific emergency response and preparedness plans*
* *Testing the effectiveness of the emergency response plans*
* *Conduct site safety inductions*
* *Evaluate the levels of compliance of subcontractors to the project specific health and safety plan and client specifications through inspections and audits*
* *Oversee the reporting and investigation of project related incidents*
* *Oversee the maintenance of all records*
* *Participation in management reviews of the health and safety systems*
* *Use of trends analysis to identify system deficiencies and incident trends, outline relevant improvements*
* *Incorporation of changes into a health and safety management system*
* *Review and update the health and safety plan*

 *Development of technical reports in relation to health and safety issues and communicate through to diverse groups of decision makers.*

***EDUCATIONAL QUALIFICATION***

|  |  |  |
| --- | --- | --- |
| ***QUALIFICATION*** | *I****NSTITUTION*** | ***BOARD/UNIVERSITY*** |
| *Diploma –Fire & Safety Engineering* | *NIFE* | *NIFE* |
| *Degree – B Com* | *G.S College* | *Rani Durgavati University* |
| *12th*  | *Johnson E.M School* | *M.P. Board* |
| *10th*  | *Johnson E.M School* | *M.P. Board* |

***ADDITIONAL CERTIFICATION***

* *Completed certificate course in NEBOSH.*
* *Completed outreach training from OSHA (10 hours).*
* *Completed certificate course in IOSH from NIST.*
* *Completed1 year Advance Diploma in Computer Hardware & Networking from AISECT.*
* *Completed certificate course in M.S Office from UNIVERSAL.*
* *Certificate course in Construction Site General Safety from Eurolink (Dubai).*
* *Certificate course in Basic Scaffolding Safety from Team Safety Consultants (Dubai).*
* *Certificate course in Basic First Aid from Gulf Test Safety Consultancy (Dubai).*

***LANGUAGES KNOWN***

|  |  |  |  |
| --- | --- | --- | --- |
| *LANGUAGES* | *READ* | *WRITE* | *SPEAK* |
| *HINDI* | *YES* | *YES* | *YES* |
| *ENGLISH* | *YES* | *YES* | *YES* |
| *TAMIL* | *NO* | *NO* | *YES* |
| *MALAYALAM* | *NO* | *NO* | *YES* |

***PERSONAL DETAILS***

 *Address : Siju Mathew, Adichuvathukal House, Kottathoor (P.O)*

 *Ayiroor, Ranni Pathanamthitta (Dist.)*

 *Kerala Pin : 689614*

*D.O.B : 24.06.1981*

*Phone No. : 04735231095, 09605559373*

*Passport No. K5659981, Place of Issue –Bhopal, Date of Issue -15/04/2013, Date of Expiry14.04.2023*

***DECLARATION***

*I, hereby certify that the above information is true & correct to* *my personnel knowledge & belief*.

*Date : 06/11/17 Siju Mathew*