

## NITHIN VARGHESE

Dubai

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### OBJECTIVE

Obtain a challenging leadership position applying creative problem solving and lean management skills with a growing company to achieve optimum utilization of its resources and maximum profits.

### EXPERIENCE

- **ORANGE FIRE & SECURITY LLC** **June 2021 - Still working**  
Safety officer  
**Responsibilities**
  - Identified inefficiencies and made recommendations for improvements.
  - Implemented health, safety and environmental policies, procedures and guidelines for the employee and department safety.
  - Created incident reports and performs inspections to ensure conformity in all areas of HSE.
  - Increased employees awareness of safety standards required.
  - Skills Used Communication, with employees, contractors, customers, and other HSE personnel.
  - Record and remedy deficiencies or breaches identified during inspections of contractors to ensure safe work practices and to ensure full and accurate records were maintained for compliance assessment and analysis.
  - Performed site inspections and audits, developed final reports to record findings and recommend corrective actions.
  - Maintained and implemented procedures and guidelines to ensure safe Permit-to-Work practices were enforced and pulled work permits from Incident Command Post.
  - Risk assessment.
  - Maintained an adequate supply of approved safety and PPE supplies for the work force.
- **ASHRAYA CHARITABLE SOCIETY** **June 2018 - Jan 2021**  
Office coordinator  
**Responsibilities**
  - Provide administrative leadership, support, and assistance across the facility and all capabilities.
  - Reconciles processed work by verifying entries and comparing system reports to balances.
  - Reconciled daily cash sheets and made all deposits, including data entry for all outdoor pool transactions.
  - Maintained records of special events and who attended including staff events.
  - Pays employees by receiving and verifying expense reports and requests for advances; preparing checks.
  - Managing incoming/outgoing calls with accurate communication routing quickly.

## PROJECTS

- **Safety officer**  
400kv/132kv substation canal gardens, Dubai
- 132kv/11kv substation Lathifa, Dubai
- Dubai waste to energy project

## EDUCATION

- **SOTA** 2016  
Diploma in Industrial Safety and Fire Safety  
80%
- **SIIT** 2014  
Diploma in Instrumentation  
70%
- **GOVT.HSS TRIVANDRUM** 2014  
12th  
75%
- **GOVT.HSS TRIVANDRUM** 2012  
10th  
80%

## SKILLS

- Sales
- Team building
- Problem solving
- Decision making

## INTERESTS

- Photoshop
- Traveling
- Cricket

## PERSONAL INFORMATION

- Gender: Male
- Don: 16/01/1995
- Driving license: UAE license
- Civil status : Single

## LANGUAGE

- English
- Hindi
- Malayalam
- Tamil

## DECLARATION

- I hereby declare that the above-mentioned information is true, and I bear the responsibility for the correctness of the above-mentioned particulars.