**Personal Statement**

A proficient, organized and approachable person with an overall 19 years employability history of fast-paced working environment who is always willing to help work colleagues. Possessing fast and effective secretarial skills specially in EHSS, and strong administrative background with knowledge of the latest office management techniques and experience of using specialist software packages. Always happy to do the everyday office duties as well as the more exciting work. Having a comprehensive understanding of attending meetings, preparing agendas, taking minutes. Currently searching for an appropriate secretarial or HSE role with an exciting and progressive company.

**Employment History**

**January 2018 – December 2022**

**HSE Officer / Coordinator.**

Al Samamat Industrial Services Company, Yanbu Al Sinayiah – Kingdom of Saudi Arabia.

Responsible for ensuring that managers, supervisors and employees are carrying out their roles in compliance with the company’s health and safety policies and procedures.

Responsible for doing regular work site inspections and bringing any safety issues up to field management.

Tracked safety incidents and drafted reports for management.

Inspected work sites for hazards and hazardous practices.

Conducting Safety Talk.

Participate in Site Risk Assessment.

**September 2011 – December 2017**

National Industrial Gases Company (GAS), Yanbu Al Sinayiah – Kingdom of Saudi Arabia.

A SABIC affiliate responsible for producing, distributing & marketing industrial gases such as Oxygen & Nitrogen to SABIC affiliates & other private companies and operates its facilities in two locations namely Jubail and Yanbu.

**Secretary to Environment, Health, Safety & Security (EHSS) Department**

Responsible forsupporting 50 employees including the EHSS Manager. Specialized in Administrative & Office services, Designing & developing of Safety Brochures, Leaflets, using Photoshop and PowerPoint, proficient in preparing various reports/charts in MS Excel.

**Duties:-**

* Facilitating day-to-day administrative matters to assist EHSS Manager.
* Preparing correspondence and documents,
* Involvement in Management Walkthroughs, Safety Audits, Process Safety Walkthrough.
* Handling confidential information in line with the firms data security protocols,
* Coordinating with General Service Department for Office / Workstation housekeeping and repairs,
* Prepared Incident Analysis Report in PowerPoint by extracting datas from Incident Reporting Software (AMAN). Distributes the report to concerned department for their follow-up.
* Uploading the EHSS Daily Report, Process Safety Walkthrough, various Audit findings and Management Walkthrough findings using Q-Pulse software.
* Extracting and preparing Weekly Status from Q-Pulse for Management Walkthrough, EHSS Daily Report and reminding the concerned Department or Employee for their actions.
* Organizing/Scheduling internal & external training such as Work Permit Receiver Course, Contractor Safety Orientation, Fire Drill Plan and Safety Awareness campaigns.
* Designing & developing Safety Awareness Campaign Materials.
* Co-coordinating with SABIC Shared Service Support (SSRS) for office & employee support.
* Documenting support for various Safety Audits such as SABIC SHEM Audit, DNV Audit, Responsible Care Audit, SABIC SHEM Internal & Self Audits.
* Preparing Monthly Department KPI, Monthly EHSS Department Meeting Agenda, Work Permit Audit and Process Safety and Management Walkthrough report.
* Arranging Material Gate passes, employee IDs and support Security Department daily activities.
* Booking conference rooms and conference facilities.
* Preparing Meeting agendas, attending meetings, taking minutes and keeping notes.
* Liaising with staff in other departments and with external contacts.
* Sorting and distributing incoming post and organizing and sending outgoing post;
* Organizing and storing paperwork, documents and computer-based information.
* Arranging both in-house and external events.

**September 2000 to May 2007**

M/s Ghantoot Transport & General Contracting Establishment, Electrical Projects Division, – United Arab Emirates.

Established in 1989, and has kept abreast with the increasing demands of infrastructure works for power transmission and distribution networks.

Office Secretary for Electrical Projects Division – Al Ain Branch, United Arab Emirates.

**Area of Expertise:**

|  |  |  |  |
| --- | --- | --- | --- |
| Minute taking | Administrative support | IT skills | Document management |
| Diary management | Photoshop | Reception duties | Brochure design |
| Secretarial support | MS Excel Advanced | Report writing | Organizing meetings |

**Secretarial skills**

* Organizational and time management skills.
* Trustworthy and able to work in highly confidential environments.
* Articulate with excellent communication and interpersonal skills.
* Ability to maintain accurately filing/documentation systems.

**Education:**

**Certification**

Qualification Attained : OSHA 30 hours General Industry

April 2018

: IOSH Managing Safely from British Safety Council (609442)

Nebosh IGC (April 5, 2023 – waiting for result)

Safety Officer – Marafiq : June 2018

Authorization# 2018/67

SABIC GAS Work Permit Receiver : March 2018

: Authorization # GYNB/WPR/186

Safety Officer

Yasref Turn Around 2020 :

**Nebosh IGC ongoing**

**Courses**

Qualification Attained : Diploma in Computer Application

MS-DOS, DBASE, FOXPRO, C++, MS OFFICE

Date Course Completed March 2000

Name of Institution : Universal Institute of Information Technology

Qualification attained : AutoCAD

Name of Institution Travancore Institute of Science and Technology

Higher Secondary:-

Qualification Attained : Pre Degree (Commerce)

Date Course Completed : March 1995

Name of University : University of Kerala

**References:**

**Mr. Sultan Al Gaidi**

EHSS Manager,

National Industrial Gases Company (GAS)

Yanbu

Kingdom of Saudi Arabia

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**Mr. Muhannad Kamal**

Safety Engineer

National Industrial Gases Company (GAS)

Yanbu

Kingdom of Saudi Arabia

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