

CURRICULUM VITÆ



Your Name

Email id: - [@gmail.com](#)

Contact: - +91.....

Post Applied for "Safety Officer"

Respected Sir,

I have come to know that some post of Safety officer is laying vacant under your kind control, I am fully competent in performing all the tasks mentioned in the job description and meet the criteria of job specification.

Please have a look at my resume and please review, I will be waiting for a personal interview call.

CAREER OBJECTIVE

In the capacity of Safety Officer, I want to be part of the challenging team which strives for the better growth of the organization by securing the man, Machinery, Material & Work environment.

WORK EXPERIENCE

Serving for Safety of man, material & environment in oil & gas industries science () years.

- ② Working with (**Company Name**) (Location) from (date) as a **Safety Officer** in (**Project name**).
- ② Worked with (Company Name) (Location) from (date) as a Safety Officer in (Project name).

- ② Completed **NEBOSH IGC** in (**Date of completion**) from (**Institute Name**).
- ② Completed **Diploma in Fire & Safety** in (**Date of completion**) from (**Institute Name**).
- ② Completed **Diploma in Mechanical Engineering** at (**Institute Name**) in (**Date of completion**)

- ☐ Completed **Intermediate of Science** from **(College name) (Board)** in **(Year)**
- ☐ Completed **Matriculate** from **(School Name) (Board)** in **(year)**.

- ☐ Received appreciation certificate from **(company name)** for best performance in **Mega (Project)**.
- ☐ Received appreciation certificate from **(company name)** for best performance in **(Project name)**.

- ☐ Implementation of good Safety Culture in our organization.
- ☐ To decide leading and lagging indicators in order to continuous improvement in safety performance.
- ☐ To create monthly and weekly Safety reports, safety committee meeting reports, audit and safety walk through report.
- ☐ Organizing monthly/weekly Job specific safety training.
- ☐ Creating safety awareness through monthly safety motivational program.
- ☐ Implementation of HSE policy according to the work place scenario.
- ☐ Participating internal and external Safety audit.
- ☐ Identifying safety observations and provide practicable safety control measures.
- ☐ Reporting or investigating the accident, incident, occupational disease to determine the causes and preventive measures.
- ☐ Responsible for identification of Hazards, Risks, Unsafe activity/condition and their rectification.
- ☐ Monitoring Tool Box Talk and providing important safety suggestions through TBT.
- ☐ Focusing in insuring good housekeeping.
- ☐ Responsible for responding immediately in case of emergency.
- ☐ Maintaining all Safety related documents such as SOP, HSE Plan, JSA, RA, Checklists, Safety observations report, Near miss report etc.
- ☐ Organizing quarterly/half yearly/yearly safety competitions.
- ☐ Organizing safety campaigns like, road Safety, National safety Week, Environment day etc.

- ☐ Knowledge of Internet or Mail and Letter Drafting.
 - ☐ Knowledge of M/s Window (Word/Excel/PowerPoint)
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- ☐ Reading Books

	☐ Music listening.
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	☐ Candidate Name: -	
	☐ Father's Name: -	
	☐ Mother's Name: -	
	☐ Gender: -	
	☐ Nationality: -	
	☐ DOB: -	
	☐ Contact: -	
	☐ Address: -	
	☐ Name: -	
☐ Passport No: -		
☐ Issued Country: -		
☐ Issued Date: -		
☐ Exp. Date: -		

DECLARATION	I hereby declared that the information provided is correct the best of my knowledge.
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