

CURRICULUM VITAE

Professional Summary:

- Practices the Health, Safety and Environment profession over the past **three and half years** with the **Engineering background**.
- Currently working with **Transguard, Dubai Airport Free Zone (DAFZA) - UAE** as **HSE Coordinator for Airside Operations**.
- Familiar with HSE issues, standards and Regulations of Local Authority in various Industries such as Facility management, Airport services, etc.

Core Competencies:

- Acquired ability to conduct risk assessment, COSHH assessment, Incident/Accident investigation, reporting and Induction Training.
- Delivered the engineer's point of view, to identify and apply the suitable administrative and engineering control measures against various hazards to achieve zero incidents in the workplace.
- Proficient in planning, developing and implementing the Emergency Preparedness comply with the standards and requirements of the Local Regulatory Authority.
- Ability to understand, design and modify the Computer Aided engineering drawings (CAD).
- Adopted creative documentation skills such as Manual, Plan, Procedure, code of practice and reporting system, comply with International standards like ISO QMS (9001:2008), EMS (14001: 2004) and BS OSHAS (18001:2007).

Professional Experience:

Current Employer:	Transguard Group An Emirates group Company Dubai Airport Free Zone (DAFZA) - UAE	
Description:	The Transguard Group, an Emirates Group company, is an international business support services company and a leader in the fields of facilities management, cash management, training, FM consultancy, airport services and events management, as well as maintaining its position at the forefront of the security industry	
Designation:	IMS-HSE Coordinator for Airside Operations (Jan'14 ~ still present)	
Reporting to :	Head of IMS Department	

Accountabilities:

- **HSE Inspection:** Plan and conduct HSE inspection to verify safe working practices as per the Risk Assessment, environmental aspects/ impacts evaluation, Method statement, etc. on the various locations across the Dubai International Airport (DXB), Al Maktoum International Airport (AMIA/DWC) & Sharjah Airport Services (SAS)

Abdul Haneef A



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Academic Credentials:

🎓 **Bachelor** – Electronics & Communication Eng. (2010)
Anna University, Seethai Ammal Engineering College, Sivagangai, Tamil Nadu, India

🎓 **Diploma** – Electrical & Electronics Eng. (2006) Tamil Nadu Polytechnic College, Madurai, Tamilnadu

Certifications:

- **NEBOSH – IGC** 
- **IOSH-WS** 

Passport Details:

Passport No : J2727545
Place Of Issue: Madurai.
Date Of Issue: 20/08/2010
Date of Expired: 19/08/2020
Visa Status: Employment Visa


Personal Dossier:

Father Name: Abdul Hameed. A
Nationality: Indian
Date of Birth: July 08, 1988.
Gender: Male
Marital Status: Single
UAE Driving License: **Automatic**

Languages:

- Tamil, Hindi & English.

- **Report:** Reporting to respective Head of BU about the finding of HSE Inspection and tracking the observations for non-closeouts.
- **Monthly meeting:** Attend monthly meeting along with the business units and discuss the possible corrective actions for non-closeouts.
- **Assessment:** Liaise with TG business units to conduct Risk Assessment, Environmental Aspects / Impacts, Method Statement on a regular basis and aide in the amendments of relevant documents adhering to TG’s document control procedure.
- **Accident Investigation:** Conduct the investigations with the operations team and reporting the root cause along with the corrective actions and recommendations to the Head of IMS. Also ensure that the recommendations and corrective actions are being implemented.
- **HSE Training:** Schedule and conduct the HSE awareness trainings with visual presentations and toolbox talks as per the OHSAS 18001 requirements, to implement the safe system of work.
- **Safety Events:** Prepare, schedule, and conduct the safety events with various business units such as Safety day, Safety week, Blood donation campaign etc. Also actively involved in Safe driver campaign with EDI, Heat safety campaign with the dehydration salt supplier (Prolyte), FOD program with DAA, Earth day, etc.
- **Mock Drills:** Plan and conduct the mock drill in TG accommodations as per the Emergency response procedure for various scenarios such as Fire, health and safety and civil disturbance. Also reporting the observations and recommendations to the respective BU’s and ensure the implementations.
- **Documentation:** Preparing the monthly HSE reports, statistics and presentations related to HSE performance.

Previous Employer:	Labotel L.L.C (A part of Al Otaiba Enterprises) Abu Dhabi, UAE.	
Description:	Labotel is the facility management company, providing accommodation solutions for labors and it has designed for accommodate 18,000 people.	
Designation:	HSE Officer (Dec’11 ~Jan’13)	
Reporting Head:	General Manager / Facility Manager	

Accountabilities:

- Analyze the risks and hazards associated with camp operations.
- Conduct pre-operational risk assessments and design risk mitigation Measures.
- Establish the control and preventive measures to provide maximum risk free environment for workers.
- Conduct induction training, tool box talk and safety meetings.
- Develop all the required documentation, operational checks and reports for the HSE.
- Carried out HSE audits and inspections on site to check the status and effectiveness of the system and equipment.
- Monitor HSE controllers in executing continuous audits.
- Provide HSE improvement proposals stating: the non-conformance, proposed corrective Action, required resources for corrective action and plan of implementation.
- Investigate the root cause HSE complaints put forward by staff members, customers, Clients and contractors and report the result to the General / Facility manager.
- Review and analyze accidents and near miss incidents and making corrective action Recommendations.

- Ensure regular emergency response exercises and drills are conducted to ensure the highest level of preparedness during emergencies. Maintains records of such drills, providing recommendations for emergency response improvements;
- Supervises the regular inspection of firefighting, safety and emergency response equipment.
- Assist in developing and implementing field location emergency response procedures and evacuation plans
- Responsible for preparing monthly HSE reports, statistics and presentations related to HSE performance.

Project: IMS Certification – Labotel L.L.C

- QMS - ISO 9001:2008
- EMS - ISO 14001:2004
- BS OSHAS 18001:2007

– TRAINING, DOCUMENTATION, IMPLEMENTATION & CLOSURE OF NON CONFORMANCE

Previous Employer:	H.S.P Industries, Coimbatore, India.
Description:	It is one of the small scale manufacturing industry concentrates on production, installation/Erection, Commissioning, Repairing and servicing of various machines such as AC and DC motors, pumps and Gear Boxes etc.
Designation:	Safety Officer (Oct'10 ~ Nov'11)
Reporting Head:	Safety Manager.

Accountabilities:

- Ensuring that all reasonable and proper measures are taken to protect the safety and health of learners, staff and visitors;
- Responsible to increase health and safety awareness at all levels within the organization;
- Respond to employees' safety concerns;
- Performing regular jobsite inspections in order to identify any unsafe work practices and unsafe conditions.
- Documenting the visits on observation forms and forwarding findings to management personnel.
- Responsible for the coordination of supplemental inspections when new equipment, substances or processes are introduced as well as when new or formerly undistinguishable hazards are discovered.
- Ensuring that proper fire extinguishers and first aid supplies are kept on or near company equipment and vehicles.
- Responsible enforces all of the company safety rules.
- Respond to fires and other emergencies
- Responsible for reporting daily measures to Safety manager.

IT Skills:		System Admin Skills :	
Operating System:	Windows 8, Windows 7, Windows Vista, Windows XP and Windows 2000	▪ CPU- Dismantling and assembling.	▪ Basic Hardware Troubleshooting.
Packages:	Microsoft Office (Word, Excel, PowerPoint, Publisher, Outlook and Visio).	▪ Windows Operating System – Installation, Configuration, Repairing, Recovering and Maintenance.	
Software:	Auto CAD 2010.	▪ Software Installation.	

Reference: Available Upon Request.