

**SATHEESH NAIR**

**EHS Coordinator**

**Armed Forces Officers Club and Hotel (Five Star Hotel)**

(Since 12<sup>th</sup> August 2018)

Post Box NO-29810, Abu Dhabi, UAE

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## **CAREER SUMMARY**

EHS Co-ordination work experience in Hospitality, Civil Construction, Infrastructure Works and Road Works. Sound Knowledge in EHS applications of a multi task work place and experienced in audits and documentation works.

## **DUTIES AND RESPONSIBILITIES**

- Compile, update, prepare and distribute environment, health and safety related documentation and performance reports in order to communicate the progress, towards goals, objectives and action plans, to all internal partners.
- Update all relevant environmental, health and safety laws, regulations and codes of practice.
- Promote and facilitate the completion of monthly EHS scheduled activities.
- Coordinate with departments to ensure accident, environmental incidents and near misses are reported, investigated and effective action taken.
- Coordinate plans and organize support materials, participants, catering and venues for EHS training programs.
- Plan, schedule and document EHS meetings as necessary.
- Coordinate and make arrangements for on-site and offsite meetings, conferences, and special events.
- Participate/attend industry related conferences when requested to do so.
- Performs clerical and administrative duties including typing, proofreading and editing documents, correspondence and memoranda.
- Maintain files and other information under strict confidentiality
- Assists department staff in developing and preparing reports and presentation material.
- Maintain and update EHS Bulletin Board.
- Maintains efficient paper and electronic filing system and ensures quick retrieval of requested documents.
- Conduct basic EHS training programs for the employees and subcontractors.
- Assist in and prepare all relevant documentation associated with audits and inspections.
- Communicate effectively with personnel at all levels of the company.

- Ensure accurate and timely communication to involved parties.
- Keeps abreast of latest trends and technology related to administrative functions. Identifies and suggests ways to improve the efficiency and effectiveness of the EHS department.
- Contribute to the provision of a safe working environment by modeling and practicing safe working techniques and complying with safety policies, guidelines, and procedures as set out by the Club & Hotel.
- Ensure that all work areas, machines, equipment, furniture, fixtures and fittings are safe, and report and follow-up on any faults.
- Proactively conserve energy and water, reduce waste and ensure recycling policies and initiatives are observed.
- Foster and promote a proactive EHS mindset towards employees through communication, involvement and participation in EHS activities.
- Adhere to Club and Hotel rules and regulations at all times.
- Carry out any other HSE assignments deemed necessary by HSE Manager.

### **PREVIOUS COMPANY WORK EXPERIENCES:**

#### **SAIF BIN DARWISH CIVIL ENGINEERING CONTRACTORS**

**Post Box No:47, Musaffah, Abu Dhabi - UAE**

**18<sup>th</sup> April 2013 – 11<sup>th</sup> August 2018**

**Position: Health Safety and Environment Administrator**

### **AREAS OF EXPERTISE**

- Good Communication & Analytical Skills.
- Capable of working in flexible environment.
- Self Confidence, Hard Working, Sincerity & Positive Attitude.
- Commitment & Dedication towards my Job.
- Take up any kind of challenges in the area of my specialization.
- Proficient in Microsoft Windows and MS-Office Package like Word, Excel, PowerPoint, Access, Outlook and typing.
- Can operate modern office machines such as electronic typewriters, photocopiers, fax machines and telephone switchboards.
- Knowledgeable in Office Applications, Internet and Encoding/filing public Personnel and program Administration.
- Excellent interpersonal and telecommunication skills.
- Proficient in Office Correspondence – both self-composed and dictation.

## **PROJECT EXPERIENCES:**

- |                 |   |
|-----------------|---|
| 1. Company Name | SAIF BIN DARWISH  |
| Project         | Upgrading the Road from Al Faya to Razeen and Al Quaa             |
| Duration        | May 2017 – August 2018 (1.2 YEARS)                                |
| Client          | <b>MUSANADA</b>   |
| Consultant      | <b>OTAK INTERNATIONAL CONSULTANTS</b>                             |
| Position        | Health Safety and Environment Administrator                       |
|                 |   |
| 2. Company Name | SAIF BIN DARWISH  |
| Project         | Al Falah community development – Town centre infrastructure works |
| Duration        | April 2014 – April 2017 (3 YEARS)                                 |
| Client          | <b>ALDAR DEVELOPMENTS</b>   |
| Consultant      | <b>HYDER CONSULTING MIDDLE EAST LIMITED</b>                       |
| Position        | Health Safety and Environment Administrator                       |
|                 |   |
| 3. Company Name | SAIF BIN DARWISH  |
| Project         | EMIRATES ALUMINIUM SMELTER COMPLEX PROJECT                        |
| Duration        | April 2013 – April 2014 (1 YEAR)                                  |
| Client          | <b>EMIRATES ALUMINIUM (EMAL)</b>                                  |
| Consultant      | <b>SNC-LAVALIN INTERNATIONAL</b>                                  |
| Position        | Health Safety and Environment Administrator                       |

## **The Duties and Responsibilities are:**

- Provides comprehensive administrative support in all areas of general HSE administration and functional processes, the activities, including but not limited to receiving incoming official mails and faxes, sort and distribute to concerned employees on the within the function as per instruction and advice of the HSE manager.
- To work in line with EHS manager to ensure adequate safety advice and source can be provided in the area of responsibility.
- Prepares/ Generates HSE Plans, HSE Documents and Records for audits and ISO 9001, 14001 and OHS 18001 certification of the company.
- Work with construction/maintenance teams to increase safety awareness and improve safety practices.
- Preparing weekly & monthly statistic reports.
- To ensure that the company safety policies is maintained on site.
- All reports and documents receiving and submitting through ACONEX
- Ensuring strict adherence of safety guidelines by all employees.

- Initiate In-house training program and explaining the hazards to the staff in the field of work preventive measure and methods to control the accidents.
- Investigation of all Accidents / Near misses / Releases / Spills / Fires to find the root causes, recommends corrective actions.
- Making two weeks ahead Risk Assessments (HIRA) for each activity
- Updating of various material safety data sheet (MSDS) of hazardous chemical.
- Closing the NCR and Consultant inspection reports
- Attending the EHS Meetings and provide technical support related to EHS issues.
- Preparing MOM (minutes of meeting)
- Collecting accurate EHS statistical information from projects/contracts and submit to EHS Manager for Monthly EHS statistics reporting.
- Ensuring induction and internal training for all employees
- Ensure strict adherence of EHS guidelines by all employees.
- Ensuring induction training for all workers and supervisors and engineers
- Updating, formatting and amending the procedure and policies with the instruction of EHS Manager.
- Co-ordinate with EHS Officers for inspections for plant, equipment & machinery entering his work area are inspected and safe to work.
- Ensuring, all operators of plant, equipment and machinery are trained and competent to operate the respective plant or machinery.
- Ensuring that PTW procedures are properly implemented and all supervisors were following.
- Expertise in hazard identification, risk analysis, risk assessment and job safety analysis.
- Keep a permanent record of all injuries, fires, motor vehicle accidents, property damage and crane/heavy equipment accidents which have occurred at the site.
- Liaise with sub-contractors and in particular their nominated site safety officers.
- Follow up and record on a variety of permit systems and inspections.
- Co-ordinate with EHS Officers for Hazard analysis/risk assessment and submit the same to the EHS Manager.
- The Method statement and HIRA shall be given a briefing and it shall be recorded on the company briefing form.
- Updating the briefing/training of all appointed persons on their duties and responsibilities at the time of appointment.
- Co-ordinate out site inspection, EHS audits to ensure the compliance of company management system.
- Create safety awareness by promoting safety meetings, presentations, and open forum discussions and by implementing safety training.

**INDUSIND BANK LTD (Under Indus Ind Marketing and Financial Services Private LTD, Business correspondent of INDUSIND BANK LTD), Thrissur, Kerala - India**  
**June 2007 – November 2012**

**Position: Credit Verification Officer**

Overall in charge of Processing of Two Wheeler and Car loan applications which get logged in at the RAC. The major activities include: -

- Ensuring the smooth processing of applications by leading the Credit Processing Team. The steps include income eligibility calculation, compatibility checking of applicant profile, document verification, final disbursement of sanctioned loan amount etc as per the Product Paper Guidelines of the bank.
- Preparation & Maintenance of various Reports & MIS. The same is used for the purpose of business analysis, delinquency analysis and preparing the final report to be submitted to the senior management to understand the performance & trend of the business portfolio.
- Coordination with different vendors for various pre approval & post approval activities like verification triggering, follow up for reports, monthly billing settlement etc.
- Conduction various types of analysis like Defaulter Analysis, Profile Performance Analysis etc. This type of analyses are useful & being used for modification in existing lending norms of the region.
- In charge of Customer Service prior to the loan disbursement and for necessary follow up in dues and payments.
- In charge of the administrative aspects of the Centre. The same includes monitoring & processing of various reimbursement claims/bills of employees, utility & stationery bills of the centre and external vendor bills for monthly pay outs.

**KOTAK MAHINDRA BANK LTD (Under Sysoft Solutions P Ltd)**

**CPU Branch, Kalina, Santacruz Road, Mumbai-India**

**Sep.2006 to Mar.2007**

**Position: Back Office Executive**

Funding Department at Centralized Processing Unit of the bank is the office where A/c opening applications from all branches across country get processed. The responsibility included: -

- Opening of accounts after checking the application thoroughly as per the checklist. The activity also includes creation of dummy accounts for verification & maintenance purpose.
- Creation & Maintenance of Data for tracking of all the application in terms of type of A/c & region it belongs to.
- Creation of BCIF, capturing the complete details of A/c opening applications and Customer ID created.
- Confirmation of cheque transactions details at Funding Department where the transaction through dummy cheque is happened.

## **EDUCATIONAL QUALIFICATION**

- Bachelor of Commerce (B.Com) September-2005 Calicut university Kerala, India
- Higher secondary school education March-2002 Higher secondary board Kerala, India
- Secondary school leaving certificate March-2000 Kerala, India

## **TECHNICAL QUALIFICATION**

- Doing Nebosh – IGC
- The Abu Dhabi Occupational Health and Safety Practitioners Course - ADVETI
- IOSH (Institution of Occupational Safety and Health)
- Diploma in Computer Applications covering Windows 98, MSOffice, FoxPro,
- Tally
- SAP & Aconex

## **TRAINING**

- First Aid, CPR & AED **Highfield International Consultant –UAE**
- Basic Fire Awareness **Al Jaheziya Musaffah , Abu Dhabi - UAE**

## **PERSONAL PROFILE**

Date of Birth	20 <sup>th</sup> May 1985
Religion	Hindu
Civil Status	Married
Citizenship	Indian
Languages	English, Hindi, Malayalam and Tamil
UAE Driving License No	2259725

## **DECLARATION**

I hereby declare that all above furnished information true of my knowledge and belief.

**Yours Faithfully,  
Satheesh Nair**