

**VIKNESHWARAN SIVAMANI**  
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Dubai- UAE



## CAREER OBJECTIVE

To become a well exposed in my profession with a reputed organization where I can utilize my education and experience for the optimum growth of the organization as well as personal career growth. To be associated with a progressive organization & serve it with the best of the knowledge and skills acquired by me and also to update myself with the latest technologies.

## PROFILE:

- Professionally Qualified with **Bachelor of Engineering** in Electrical & Electronics Engineering.
- Having 7+ years' experience as a **Admin cum Health & Safety Officer in NCE Group of Companies** – Abu Dhabi, UAE.
- Certified **OSHMS 45001:2018 Lead Auditor**.
- Successfully completed **IOSH Managing Safely** course approved and validated by Institution of Occupational Safety and Health.
- Certified Scaffolding Inspector at Abu Dhabi, UAE.
- Successfully completed basic First Aid Training Abu Dhabi, UAE.
- I have successfully completed **Integrated Management System Awareness Training ISO 9001:2015, ISO 14001:2015, ISO45001:2018** at Abu Dhabi, UAE.
- Participated in **OSH WORLD DAY 2021** seminar Anticipate, prepare and respond to crises at Abu Dhabi Public Health Center.
- I Well versed in Abu Dhabi OSH related rules and regulations.
- I have conducted several training program related Health & Safety.

## ACADAMIC QUALIFICATIONS:

- Completed UG **Bachelor of Engineering** (Electrical & Electronics Engineering) with **CGPA 7.67** in year 2014, Syed Ammal Engineering College- Ramanathapuram, AnnaUniversity, Madurai, India.
- **XII** in Government Higher Secondary School, Alagankulam with **71.75%**
- **X** in Government Higher Secondary School, Alagankulam with **89%**

## PROFESSIONAL EXPERIENCE:

**Operational with Health & Safety Officer cum Admin**  
**NCE Group of Companies, Al Falah Street, Abu Dhabi, UAE**

**Sep 2016 – July 2022**

## RESPONSIBILITIES:

- Maintain the updated OSH policy and procedure and get the approval from the top management.
- Circulate and communicate the OSH Policy and procedure through the training, tool box talk, mail, memo.
- Conduct the HSE site Inspection for general cleaning sites, ADNOC (Car Wash), Medical Waste Treatment plant & Working at Height Operation as per the confirmed schedule.
- Prepare the inspection report and submit to the senior management and rectify the raised non compliance and observation as per the report with the coordination of the concern department.
- Assess the Risk and prepare the risk assessment with risk assessment control register.
- Risk Assessment and Risk Assessment control register circulate to the all the departments and site workers.
- Prepare the Standard Operating Procedure with Method Statement for each operations.
- Get the Work permit for the High Risk Activities such as Medical Waste Operation , Working at Hight.
- Plan and schedule the OSHMS and ISO surveillance audit as per the SRA(TADWEER)requirements.
- Contact the OSHMS & ISO surveillance audit as per the confirmed planner.
- Prepare the OSHMS & ISO audit report and close out the noncompliance. The Final audit report submit to the senior



management for the continual improvement. Attend external audits from customer end and SRA(TADWEER). Collect the Audit Report to rectify the issues.

- Authenticate to handle the medical waste treatment and disposal process and working at height operational process to identify, report(Audit) and improve the OSH implementation.
- Conduct the emergency mock drill as per confirmed schedule.
- Preparing and conducting the OSH committee meeting and Management Review Meeting as per the confirmed planner.
- Attend all OSH related Meetings of SRA(TADWEER).
- Submit timely the completed checklist on HSE activities, Monthly report, accident, investigation reports etc.
- HSE Evaluation is recorded for every year to check the statistics of the Incident/Accident / Near Miss & Target issue to reduce for the upcoming Year/Maintaining technical Documents and machine history card.
- Reducing breakdowns by preventive maintenance. Vehicle preventive maintenance report prepare and submit to the top management with the coordination of the transport manager.
- Preparing of reports daily, weekly and monthly basis.
- Maintains safe and healthy work environment by following and enforcing standards and procedures; complying with legal regulations.
- Prepare the competency matrix as per the OSHMS requirements and competency evaluation.
- Conducting HSE induction to all the workers.
- Keeping the training matrix and updating the training records and modules as per project HSE requirements.
- Preparing all training slides required for the training.
- Preparing safety alerts.
- Reporting to the OSHMS on matters related to training.
- Updating the training materials as and when there are new development, new hazards or as per the finding of the incident report / audit finding.
- Coordinating with site In-charge and HSE Manager to identify training related needs for compliance to established HSE Management System.
- Liaise with suitable parties for third party trainings, through the OSHMS.
- Perform other related duties assigned by the OSHMS from time to time.
- To stop/suspend any activity which an imminent danger to work force/ property.
- Performing the inspection on site & reporting to the HSE Manager.
- Delivering safety induction training, tool box talks to new recruits as required.
- Conducting hazard identification & how to cover.
- Planning & preparing the maintenance schedule
- Active Monitoring is done to avoid any Accident.
- Completes projects by training and guiding technicians.

Importance of wearing PPE is shown through cartoons & funny picture to make all the workers to understand easier and updated every month

- Give the safety rules & regulation as per Abu Dhabi – UAE Law.
- To raise any deviations to senior management for review and corrective action.
- Preparing the commercial pricing for service renewal and new sites(Such as: ADNOC, Abu Dhabi Ports Co, ADCB, Lulu Group, ADEEB Group, ABC International Private School, Sunrise School, The Model School, ADDC).
- Preparing the service agreement for new sites and renewal and send to clients for approval.
- Preparing the tender quotation and submission of tender documents.
- Preparing the tender documents with the coordination of the other department's staffs.
- Workers HR Policy and wages follow up with the coordination of the HR department and Accounts department.
- Preparing the monthly timesheet for site wise.
- Preparing the monthly tax invoice with supporting documents.
- Answering the client phone calls and mails.
- Preparing the monthly invoice and manpower report and report to operation manager.
- Preparing the manpower shortage report with coordination of senior supervisor and report submitted to operation manager.

- Collecting the workers monthly wages timesheet and preparing the monthly wages.
- Preparing the tender wages details.
- Preparing the site wise Monthly Materials Request Form and submitted to purchases department.
- Coordinate with store keeper for deliver the monthly materials on time as per the MRF.
- Make sure each site Delivery report form and report to the operation manager.
- Preparing the Materials Inventory List with the coordination of the store keeper.
- Preparing the Petty cash report and report to operation manager.
- Site materials evaluation for new sites.
- Preparing the monthly machinery inspection report and reported to the operation manager and purchases manager
- Performing as competent person for site safety of workers & site.
- Co Ordinate with Client site & Operation Staff.
- As per the tender requirement visit the client sites and site visit report submitted to the operation manager.
- Develop and maintain relations with other departments while different phases of product development.
- Prepare the site wise general cleaning schedule with the coordination of operation department.
- Prepare the One of the Job cleaning schedule and job completion report.
- Prepare the Working at height (such as : Rope Access, Window Cradle, Scaffolding) cleaning schedule and job completion report.

#### Electrical Supervisor

#### NCE Facility Management

(Main Contractor for cleaning of Abu Dhabi Distribution Company), Abu Dhabi, UAE

Sep 2015 to Sep 2016



#### Process Engineer

SYRMA Technology Private Limited, Chennai, Indian.

Jun 2014 to April 2015



### **SOTWARE PROFICIENCY**

- MS Office & AUTO CAD

### **PERSONAL DETAILS**

Date of Birth	:	28 <sup>th</sup> Dec 1992
Gender	:	Male
Marital Status	:	Married
Nationality	:	Indian
Languages Known	:	Native Tamil, English & Hindi
Passport No.	:	M1299837
Visa Details	:	Visit Visa
Emirate Unified Number	:	165234671
Visit Visa valued up to	:	24/03/2023

### **DECLARATION**

I hereby declare that the details furnished above are true to the best of my knowledge and belief.

**VIKNESHWARAN.S**