

Majid Mohi Aldin

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LANGUAGES

English

Arabic

SKILLS

My experience as an Assistant Safety Officer, Project Coordinator, Document Controller, Office Manager, Project Support Services and Public Relations working in construction and Infrastructure, renovation, and expansion projects involving government ministries, airports, hospitals, roadway.

Knowledge of document control software and Electronic filing system development and implementation, safety management systems, extensive experience in risk assessments, health & safety audits, enforcing safety regulations to ensure the safety of all personnel on site and ensuring compliance with all safety regulations and emergency response planning, accident investigation, environmental auditing, safety case development, process hazard analysis, safety training programs, safety metrics, continuous improvement and incident command system and regulatory standards and compliance requirements and Problem-solving and public relations related to government and relevant parties.

SCHOLASTICS

- | | |
|-----------------------------------------|----------------------------------------------------|
| ▪ Construction Site Fire Safety Manager | (July 2024 - NYC Construction Safety Training LLC) |
| ▪ National Safety Stand-Down | (Sept 2020 - Hill University) |
| ▪ Project Manager Essentials | (April 2020 - Hill University) |
| ▪ System Engineering | (2019 – Online Course) |
| ▪ Safety and Health in Construction | (2019 – Online Course) |
| ▪ Information Technologic Certificate | (2015 – Online Course) |
| ▪ Graduation Land Surveyor Certificate | (2007 – Damascus University) |
| ▪ Institutes Certificate | (Sept 2002 - Kuwait) |

WORK EXPERIENCE

Hill International Middle East Ltd.
Dubai, Abu Dhabi & Al Ain, UAE

November 2011 – October 2023

Multiple Projects,

Assistant Construction Safety Officer & Document Controller

Involved in multiple projects such as:

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|------------------------------------------------------------------------------------------------------------------|--------------------|
| ❖ Emirates Real Estate Corporation (EREC)
EREC Buildings No. 40, Ministry of Energy & Industry Headquarters. | Dubai |
| ❖ EREC Building No.43, Emirates Authority for Standardization & Metrology. | Dubai |
| ❖ Abu Dhabi Airports Company (ADAC), Midfield Terminal Building. | Abu Dhabi |
| ❖ Abu Dhabi Health Authority (SEHA), Al Wagan Hospital Expansion and Renovation. | Abu Dhabi |
| ❖ Higher Corporation for Specialized Economic Zone (Zones-Corp)
Auto-City (ICAD V & ICAD III) Infrastructure. | Abu Dhabi |
| ❖ Al-Ain Municipality, Al Ain-Dubai Road Updating, and Infrastructure works. | Al Ain City |

Responsibilities/Tasks:**Document Controller:**

- Prepared transmittals and receipt acknowledgments for distributed documents and processed drawings and documents.
- Followed up and expedited associated documents, shop drawings, and contract drawings.
- Managed incoming and outgoing drawings, specifications, reports, and correspondences.
- Retrieved and retained correspondences, reports, drawings, sketches, instructions, minutes of meetings, submittals, RFIs, payment requests, variations, and all other project documents.
- Produced monthly reports using advanced Excel spreadsheet functions.
- Received and registered client-provided documents for detailed engineering or construction engineering projects, including in-house generated documents.
- Prepared and maintained AFC & As-built Photostat books for detail engineering or construction engineering projects, either for in-house use or onward transmittal to clients during project closeout.
- Performed document quality checks in accordance with company engineering document control procedures.

Assistant Safety Officer:

- Conduct investigation of all incidents /dangerous occurrences & recommend appropriate corrective measures; Convene HSE Committee meeting & minute the proceedings for circulation & follow-up action.
- Monitoring administration of First Aid; Conduct fire drills periodically, procure, inspect, and arrange fire extinguishers.
- Provide necessary advice, information, and support for effective implementation of HSEMS on site level as per HSE plan; updating the HSE Plan to the requirements of the activities being carried out when there is a revision in scope of work.
- Preparation of safe operating procedures for various activities.
- Maintain all legal documentation pertaining to HSE and update them periodically.
- Developed and implemented an emergency response plan for the team.
- Continuous inspection of project sites, to ensure a hazard-free environment
- Prepare HSE plan, contingency plan, HSE risk assessment, and SOP related to site level.
- Inspect and evaluate workplaces for safety hazards and recommend and implement safe work practices.
- Performed Monthly and Quarterly HSE audits and Inspection at various project locations and ensures follow-up action until close-out.
- Provides maximum safety and health conditions.

**DIWI Consult Emirates,
Head Office - Al Ain City, Abu Dhabi, UAE**

Oct 2005 – Oct, 2011

**Storm-water Network and Pumping Station
Office Manager/ Coordinator & Public Relation**

Responsibilities/Tasks:**Office Manager/ Coordinator**

- Prepared reports with facts and figures related to departmental operations for engineer and manager review.

- Organized and recorded weekly and monthly reports to keep the client informed.
- Identify problems and work towards finding solutions.
- Continuously work on improving performance and operational mechanisms
- Resolve issues such as rejected projects payments.

Public Relation

- Processing labor/immigration-related registrations (new, renewal and transfers).
- Processing family visas and related documentation for employees on married status.
- Point of Contact for all government authorities related to Labor and Immigration
- Provide general PRO support to departments for any activity involving the local authorities, including responsibilities for business licenses, permissions, etc.
- Maintain all labor contracts, Emirates ID, passport with visa copies and photos on the HR network and employee files.
- Co-ordinate internally with colleagues and externally with clients and service providers to implement public relations and public engagement programmes.
- Provide administration support to the HR department as needed
- Excellent verbal communications and contacts

Available upon request