

IBRAHEEM MANIKFAN

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SUMMARY

Confident and detail-focused sales attendant with over a year experience in delivering high-quality of customer service and enhancing customer experience. Prior experience as a safety officer at Helios Intrix Pvt Ltd, effectively coordinated and supervised overall workplace safety. Proficient in creating all HSE documents and maintaining up-to-date. Excellent problem-solving abilities, effective time management, and dedication to skillfulness in every assignment with effective communication, proficient in English, Hindi, Tamil, and Malayalam.

WORK EXPERIENCE

Sales Attendant | ADNOC Distribution | Dubai, UAE | May 2024 - Present

- Greet customers and initiate conversations with the goal of marketing and selling products.
- Delivering appropriate product to the customer based on their requirements.
- Ensure high levels of customer satisfaction by providing excellent customer service.
- Address and resolve customer complaints and inquiries.
- Analyze sales reports and monitor inventory levels.
- Manage cash transactions efficiently.

Safety Officer | HELIOS Intrix Pvt Ltd | Bangalore, INDIA | March 2023 – April 2024

- Inspected and surveyed proposed sites against suitability requirements.
- Liaised with external auditors to maintain high standards of safety practices.
- Identified potential hazards through regular site inspections, resulting in improved working conditions.
- Ensured compliance with local safety regulations, enhancing overall workplace security.
- Organized toolbox talks and site safety meetings.
- Promoted responsible health and safety culture across departments.
- Investigated accidents and hazardous incidents to determine causes, making recommendations for corrective action.
- Conducted intensive safety audits and investigated reported issues, accidents and near-misses.
- Instructed staff during fire drills, communicating evacuation routes and proper reporting techniques.
- Responded to reported emergencies as instructed and with utmost efficiency.
- Conducted thorough risk assessments for minimized workplace hazards.
- Observed health and safety protocols and properly used all required.

EDUCATION

Diploma - Occupational Health Safety Environmental and Quality Engineering | HSE World | 2023

NEBOSH IGC - Green Global Safety Institute | 2023

B COM - Bir Tikendrajit University | 2022

CERTIFICATION

- | | |
|----------------------------------|----------------------------------|
| * Personal Survival Technique | * Elementary First Aid Technique |
| * Fire Prevention & Firefighting | * NSDC Automotive Skill Course |

SKILLS

- | | | | | |
|----------------------------|-----------------------|--------------------------|-------------------------|--------------------|
| * Analytical Skills | * Problem Solving | * Time Management | * Team Collaboration | * MS Office |
| * Leadership Supervision | * Work Under Pressure | * Conflict Management | * Workplace Inspection | |
| * Emergency Preparedness | * Risk Assessment | * Accident Investigation | * Hazard Identification | |
| * Construction Site Safety | * Material Handling | * First Aid and CPR | * Safety Audit | * Active Listening |