



Majid Khan

SUMMARY STATEMENT

Multi-skilled individual seeks position in engineering document control. Skilled in data management and manipulation for improved analysis. Achieves tasks quickly, accurately, and compliantly for reliable program support.



054-725-1032



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Al Rolla, Sharjah

WORK EXPERIENCE

Assistant QHSE

Dec 2022 – Jan 2024

Akar Landscaping Service -, Abu Dhabi, UAE



EXPERTISE

PROFESSIONAL

- Leadership
- Creativity
- Active Listening
- Management
- Problem Solving
- Interpersonal skills
- Time Management
- Communication
- Decision Making

Job Responsibilities:

- Weekly Report (from Tadweer).
- Comply with EIL HSE Policies and Programs
- Provide general support and assistance to the Senior HSE Coordinator
- Assist the Senior HSE Coordinator with Health and Safety monitoring activities.
- Promote incident and accident prevention in the workplace.
- Maintain regular visibility in production areas.
- Maintain relevant H&S Documents and Records
- Conduct Monthly Formal Workplace Inspections for Shop Departments and office locations.
- Compile Monthly Workplace Inspection Reports.
- Compile Monthly Statistics.

EDUCATION

Associate Civil Engineer

Warsak Institution of Technology,
Peshawar
2017-2020

Diploma in IT

Federal Board Peshawar
2020

Matriculation

Warsak Public School and College
Peshawar
2015-2017

PERSONAL DETAIL

- **Father Name:** Santosh Khan
- **Visa Status:** Visit Visa
- **Passport #**AZ4146162
- **Gender:** Male
- **Marital Status:** Unmarried

LANGUAGES:

- English
- Urdu
- Pashto

CERTIFICATION:

- IOSH-2023
- OSHA-2023
- NEBOSH-2023

Site Analyst

Dec 2021- Nov 2022

Akar Landscaping Service -, Abu Dhabi, UAE



Job Responsibilities:

- Collaborated with cross-functional teams to implement operational improvements and business strategies.
- Data Collecting
- Assisted with continuous improvement initiatives, applying data findings to address underperforming areas.
- Monitored KPIs and tracked continuous progress to evaluate efficacy of business solutions.
- Prepared comprehensive analyses and reports for management to inform strategic decision-making.
- Documented process flows and implements requirements for functional improvements.
- Health and safety of site.
- Site inspection.

Site Engineer

July 2020-Aug 2021

Water and Sanitation Services, Pesahwar
- Site Engineer, Peshawar, Pakistan

Job Responsibilities:

- Checked technical drawings for adherence to standards, maintaining operational compliance.
- Oversaw selection and requisition of materials.
- Prepared and reviewed engineering specifications, scopes of work, schedules of payments and associated documents.
- Completed projects on time and within budget by collaborating with contractors, architects and public authorities.
- Documented daily progress, incidents, and issue resolutions for accurate site records.
- Oversaw Quality Control (QC) for construction teams, delivering results in line with project specifications.