

## Curriculum Vitae

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### PROFILE:

Enthusiastic EHS eager to contribute to team success through hard work, attention to detail, and excellent organizational skills. Motivated to learn, grow, and excel in the EHS industry. Excellent work ethic and strength in boosting company morale.

### EDUCATION:

- ❖ Pursuing M. Tech in Environment Health and Safety (EHS) from Vikrant Group of Institutions.
- ❖ IMS (ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018) Certification from IRCLASS.
- ❖ Post Diploma Course in Industrial Safety (PDCIS) from DGFASLI's (Govt of India Ministry of labour).
- ❖ B. Tech in Electronics and Communication Engineering from Jaipur Institute of Technology (RTU).
- ❖ Learnt C & C++ from NIIT, Jaipur (Rajasthan).
- ❖ Diploma in Electronics and Communication Engineering from Abohar Polytechnic College (PTU).

### EXPERIENCE:

- ❖ **Working as QHSE Sr. Executive (Shift Safety Officer) with J M Baxi Group:**
  - **Kandla Port of Since 17th July 2020 to Till**
  - Supporting the development of OHS policies and programs.
  - Advise and instruct on various safety-related topics (noise levels, use of machinery, Electrical safety).
  - Conduct risk assessment and enforce preventative measures.
  - Review existing policies and measures and update according to legislation.
  - Initiate and organize OHS training for employees and executives.
  - Inspect premises and the work of personnel to identify issues or non-conformity (e.g., not using protective equipment).
  - Oversee installations, maintenance, disposal of substances etc.
  - Stop any unsafe acts or processes that seem dangerous or unhealthy.
  - Record and investigate incidents to determine causes and handle workers compensation claims.
  - In-depth knowledge of legislation and procedures.
  - Knowledge of potentially hazardous materials or practices.
  - Experience in writing reports and policies for health and safety.
  - Familiarity with conducting data analysis and reporting statistics.
  - Proficient in MS Office; Working knowledge of safety management information systems is a plus.
  - Outstanding organizational skills.
  - Excellent communication skills with the ability to present and explain health and safety topics.
- ❖ **Worked as Safety Supervisor with Quess Corp Ltd in:**
  - Jamnagar oil and gas manufacturing division of Reliance Industries Limited Since April 2019 to March 2020. Surat Polyester Manufacturing division of Reliance Industries Limited Since September 2018 to April 2019.
- ❖ **Worked as Safety Officer with AR Engineering in:**
  - Bayer Vapi Pvt Ltd Chemical Maintenance Since January 2018 to August 2018.

❖ **Worked as Safety Supervisor with Dhaval Company in:**

- Reliance Industries Limited J-3 Project New plant Commissioning, Jamnagar Refinery Since February 2015 to June 2017.

**SKILLS & RESPONSIBILITIES:**

- HSE Management System.
- Advising Management on Statutory and Legal Requirements.
- HSE plan & procedure documentation, implementation, monitoring & review.
- Managing & developing the company's Occupational Health, Safety, Environmental and Training functions.
- Preparing policies, procedures, and systems to provide for safe and secure business operations.
- Help to develop, implement and revise HSE Policies.
- Advise on risks at the workplace and the appropriate control measures to be adopted.
- Assist in setting, implementation of performance standards (Risk reduction Engagement Programs) and carrying out proactive & reactive monitoring.
- Legal Register and Emergency Response Plan Prepared.
- Promoting a positive Health and Safety Culture within the organization.
- Accident/Incident/Near miss reporting, investigation and reviewing effectiveness of corrective actions. Liaising with Regulatory / Enforcement agencies.
- Establishing an Integrated Management System (ISO 9001:2015, ISO 14001:2015, and ISO 45001:2018).
- Ensure IMS systems and procedures are strictly adhered to by daily site safety inspections and periodic audits.
- Conduct Training and TBT on all HSE & F topics to all line management personnel and contractor work men.
- Complying with legal and other requirements related to occupational health and safety, carrying out risk assessment and risk minimization, to improve safe work practices. Maintaining an environmental management system.
- Environmental aspect impact analysis and Hazard identification and risk assessment and control carryout for all routine and non-routine activities.
- Organized Health checkup camp for employees and contractor's employees as per Dock Safety guidelines.
- Plan, conduct and design emergency evacuation drills for all workforce and drive ERT team.
- Taking care safety of logistics transportation and Crane and Mobile equipment's.
- Ability to conduct HSE & F orientation /induction/HSE & F awareness sessions to personnel.
- I have knowledge of electrical safety.
- Ensuring PPE's Quality.
- Ensuring that PTW/Checklist/HITRA is provided for job.
- Discussing recommendations and learnings from Top to Bottom to Step Recurrence.
- Reporting daily observations to Senior Management.
- Organizing different types of HSE & F campaigns and Motivational Program.
- Prepared and produced weekly and monthly inspections, documents, reports, and presentations.
- Kept physical files and digitized records organized for easy updating and retrieval by authorized team members.
- Undertaken performance evaluation studies and design adequacy vetting for emergency route.
- Analyze the results of the site audits (Internal) and make regular reports to the EHS Manager and account SME leads on EHS risk management performance.

- Implementation of 5S methodology. New Project/management of change/major work-related planning & organizing.

**COMPETENCES:**

- 5S Methodology
- Gensuite
- SAP
- Indian Environmental Health Safety Acts, Policies and Legislations
- ISO Standards - QHSE
- EHS & F Related trainings & drills
- Risk & Impact Assessment
- Effective communication & presentation skills

**INTERPERSONAL SKILLS:**

- Deep interest in learning and ability to learn quickly.
- Planning and organizing.
- Fundamentals of Environmental Social and Governance (ESG).
- Adaptable
- Confident
- Agile Mindset
- Clear communicator
- Interpersonal Ability
- Ability to maintain time balance & complete the given task with perfection.
- Smart working and Hard working with zeal to achieve success.

**PERSONAL INFORMATION:**

Gender: Male

DOB: 3<sup>rd</sup> May 1991

Nationality: Indian

Languages Known: English, Hindi, Bhojpuri

Residence Address: Bihar, India

Date:

Place: Gandhidham

Sunny Kumar