



SYED FAIZAN TAHIR

Address

King Saud St, Dammam - SAUDI ARABIA

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 desk.faizan@gmail.com

Languages

English

Urdu

Skill Highlights

- Adaptability
- Self-Learner
- Team Oriented
- MS Office
- MS Excel

Technical Qualifications

- **NEBOSH International General Certificate (IGC)**
- **OHSMS ISO 45001:2018 Lead Auditor**
- **Construction Safety & Health From OSHA**
- **Managing Safely from IOSH**
- **Environmental Principles and Best Practices (Level # 02) from AOSH (UK)**
- **Fire Safety Regulations (IIRSM)**
- **First Aid & CPR (HATI)**
- **Food Safety & HACCP (Level # 01)**
- **Fire Safety, Extinguisher Operation & Emergency**

Education

Bachelors Of Arts (Continue)

Allama Iqbal Open University

HSSC Intermediate (2015-2017)

Board of Intermediate & Secondary Education

Secondary School Certificate (2013-2015)

Board of Intermediate & Secondary Education

Additional Information

Professional cricket:

- Saudi National Cricket Team Player.
- Played U-19 for AJK Region, Pakistan.
- Played U-16 for Islamabad Region, Pakistan.
- **Valid Driving License Holder Of KSA.**

Summary

To work in a progressive environment that encourages innovation, learning and career development.

Experience

SAFETY OFFICER (FEB 2024 -TILL DATE)

Yusuf Bin Ahmed Kanoo LTD.

Creating and updating safety procedures, guidelines, and programs to meet regulatory requirements and company standards.

Regularly inspecting the workplace, identifying potential hazards, and assessing the associated risks to employee safety.

Ensuring that employees adhere to safety rules and regulations, and taking appropriate action when violations occur.

Keeping abreast of changes in safety regulations and best practices to ensure ongoing compliance.

Supervisor (Nov 2022 - Dec 2023)

Tamimi Global Company - KSA

Oversee daily operations and staff performance.

Ensure quality standards and safety compliance.

Delegate tasks efficiently.

Train and support team members.

Monitor productivity and resolve issues promptly.

Maintain communication between management and staff.

Enforce company policies and procedures.

Prepare reports on team performance.

Foster a positive, collaborative work environment.

Achieve operational goals and improve processes.

MATERIAL CONTROLLER (Dec 2021 – Oct 2022)

Tamimi Global Company - KSA

Manage and organize company documents efficiently.

Maintain accurate records and version control.

Ensure document security and confidentiality.

Coordinate with departments for document retrieval.

Implement document management procedures.

Track document revisions and updates.

Support audit and compliance processes.

Prepare reports on document status.

Assist in onboarding new document systems.

Ensure timely distribution of documents.

DOCUMENT CONTROLLER (Mar 2018 – Oct 2021)

WebDoc - Pakistan

Receive, review, register and distribute documents.

Maintain logs.

Ensure compliance with standards.

Retrieve documents for audits and follow-ups.