

# ALASGAR HASANOV

Date of birth: 20 September 1977

Address: 26 Bahruz Nuriyev 117 Baku, AZERBAIJAN

Landline: +99412 3753130

Mob: +99450 7317780

E-mail: [alaskar.hasanov@mail.ru](mailto:alaskar.hasanov@mail.ru) / [alaskar.hasanov@outlook.com](mailto:alaskar.hasanov@outlook.com)

Profile: <https://www.linkedin.com/in/alaskar-hasanov-05a69044/>



**Objectives:** *Holding relevant competence and certificates with more than 14 years of experience in Oil & Gas sector as Health & Safety Engineer in line with other skills and experiences I would like to contribute my skills and knowledge in to progressive and growing oil and gas construction / operation business but not limited to as open for new challenging opportunities.*

## **WORK EXPERIENCE:**

**HSE Engineer** *May 2025 – up do date*  
**PowerChina Huadong Engineering Corporation Limited**  
**Wind Farm Project in Khizi and Gobustan district, Azerbaijan**

### *Responsibilities:*

- *Ensure that the Safety policies and procedures are understood and adhered to so far as is reasonably practicable to ensure a safe working environment.*
- *Ensure that personnel identify with and achieve, the necessary Health and Safety performance standards associated with the relative risks to personnel and plant in their environment and daily work.*
- *Ensure that business and HSE risk implications of integrity issues are clearly identified and assessed for consideration within the Management Team and communicated to the Client.*
- *Carry out work in accordance with the Company Health, Safety, Environmental and Quality Systems.*
- *Promote a strong HSE culture and perform the assigned tasks with due diligence of the Company.*
- *Eliminate waste of whatever form, to suggest the use of more environmentally friendly substances and practices and contribute to the continuous improvement of the environment.*
- *Implement and complete HSE related tasks given by HSE Manager on timely manner.*
- *Carry out survey and inspections on a regular basis in association with supervisors to ensure that safe working practices are being followed.*
- *Assist HSE Manager in the training for all levels of employees to promote awareness of injury, fatality and occupational disease prevention and damage control.*
- *Conducting site safety inspections and ensuring that any safety violations observed are immediately corrected and that the employees responsible for violation are educated and supervisors cautioned and instructed on the proper method of work.*
- *Supervise the implementation of major work plan and high-risk construction work, make sure the PTW and working plan to be approved.*
- *Taking role to issue, validate and check PTW to make sure all required documentation, authorization and controls in place and implemented.*
- *Liaise with site management to ensure that all work is planned and conducted safely.*
- *Responsible to implement and supervise the safety management on the worksite, carry out the safety work according to plan.*
- *Make and implement the specific safety requirements for the worksite in accordance with the*

*project requirements.*

- *Assist the HSE Manager in developing Safety Performance Indicators and Targets and helps communicate findings to staff and assist in implementation of the mitigation strategies.*
- *Observe on the worksite, stop, and rectify any unsafe actions and conditions, report the HSE issues to his lead, check and assess the safety management for subcontractors.*
- *Assists in development, update and implementation of the Project Health, Safety and Environment Plan.*
- *Assist PMT to carry out the safety culture activities.*
- *Verify proper maintenance, calibration, and operation of all safety equipment.*
- *Takes a pro-active approach in resolving potential hazards at work site.*
- *Verifies agreed safety standards and applicable regulations are enforced by the client and local and international authorities.*
- *Assist in providing training to staff on hazardous materials or processes to prevent accidents.*
- *Report the major hazards to site responsible person in time, stop the work and evacuate the workers immediately when the worker is in danger or high-risk work will be conducted.*
- *Conducting safety inspections on site/plants as per procedure and providing recommendations and information to the responsible manager or his designate.*
- *Responsible for establishing the HSE relevant inventories, including the records of special equipment, special operation personnel, HSE training, technical disclosure, safety inspection, hazards rectification, etc.*
- *Carry out record, document, and issue daily, weekly & monthly, site safety inspections, audits and reports.*
- *Develop, monitor, and conduct site wide HSE induction for multi-national contractors, employees, and visitors.*
- *Manage and maintain the HSE-related records and documentation.*

**HSE Lead Specialist** *March 2024- March 2025*  
**SOCAR Upstream Management International LLC (SUMI)**

*Responsibilities:*

- *Daily monitoring of site/office activities of assigned Operation Company,*
- *Supervision and inspection of specified areas,*
- *Hazard hunt and collection of findings,*
- *Finding gaps in the HSE Management System of the assigned Operation Companies if any,*
- *Developing report of areas of concern based on observations,*
- *Giving support to the HSE Team of the assigned Operation Companies on QHSE related matters,*
- *Reporting to SUMI HSE Manager of all observations and findings officially and verbally,*
- *Advising to the Operation Company HSE Team for possible solution of ALARP,*
- *Taking part in inspections, Management Walkthroughs, Emergency Drills,*
- *Audits of Operating Companies and visiting regional located Operating Companies,*
- *Control and advice for the close out actions,*
- *Conducting weekly meetings with Contractors,*
- *Meeting with the Management and HSE Teams of Operating Companies,*
- *Internal meetings, attending Weekly HSE Coordination Meetings with Management,*
- *Conducting Drills with Operating Companies,*
- *Taking part in Incidents Investigations, assisting in Lessons Learned and preventive actions,*
- *Taking part in improvement of the company HSE MS,*
- *Visiting other non-assigned Operation Company premises and operation zones when required as replacement of a team member,*
- *Commenting on tendering/bidding process for selection of subcontractors offered by Oil Operating Company,*

- *Taking part in COP29 preparation stage, visiting oil fields belonging to assigned Operating Companies and advising on correcting actions,*
- *Giving support to other departments especially Asset Management Team,*
- *Taking part in conferences, townhalls, meetings and other special events on behalf of the company and HSE Department,*
- *Holding online meetings with regard HSE issues with other counterparts and HSE Representatives of different organisations on different matters as required*

**HSE Coordinator** *July 2023- March 2024*  
**AMEC LLC (Azerbaijan Maritime Engineering and Construction)**

**Responsibilities:**

- *Manage, administer, compile and maintain HSE Management Systems*
- *Developing and updating HSE Procedures, Forms, Checklists to cover activities of Organization where required;*
- *Arrange HSE Management System Internal Audits to evaluate the effectiveness of the management systems and procedures, and identify and implement improvements;*
- *Assist in the implementation of ISO 9001:2015, 14001:2015 and 45001:2018 management systems and lead to maintain management system requirements and administer;*
- *Prepare and complete registering company profile over SEQUAL system arranging all required HSE related issues to be visible by all client base through the system.*
- *Being responsible person for External Audits such as provided by supplier, customer, State Authority and other interested parties.*
- *Preparation and assisting for tendering activities with other interested Departments within the company.*
- *Ensuring employees comply with Company Quality requirements and Health, Safety & Environmental Rules;*
- *Implement, review, update, and monitor SSOW such as HSE Plan, Risk Assessments, Permit to Work, Procedures, Forms and Checklists.*
- *Assisting in improvement of Safe System of Work (SSOW) and maintaining high standards of Health and Safety.*
- *To review, amend & issue HSE docs & distribute them within the company;*
- *Reviewing QHSE Procedures and Policies periodically as required, carrying out amendments where required and implementing procedural requirements;*
- *To assist and carry out safety Incident/Accident & Near Miss reports where applicable;*
- *Review NCRs and help ensure they are followed up and closed out.*
- *Assist Top Management with all aspects of Quality and Health & Safety issues.*
- *Assisting in developing, implementing and achieving company Quality H&S objectives and targets;*
- *Developing, amending, updating HSE Improvement Action Plan and allocating responsibilities for open actions;*
- *To ensure that personnel are aware of QHSE Policy and requirements via internal communication;*
- *To advise on training necessary for personnel to gain competency to carry out the job safely;*
- *Monitoring and updating Training Matrix together with HR Dept.;*

**HSE PTW and Training Coordinator** *September 2023 – November 2023*  
**Dongfang Electric Corporation (DEC)**  
 Construction of Garadagh 230-megawatt (MW) Solar PV Plant (Photovoltaic)  
 Client- Masdar Azerbaijan Energy LLC

*Responsibilities:*

- *Follow Company/Project PTW system requirements to make sure all operations are under control and conducted safely*
- *Control, check, review and register all issued Permits that are correctly filled, risks and precautions adequately identified and implemented and all referenced documentation are correct.*
- *Checking on site operations to make sure all operations are conducted under issued valid PTW's,*
- *Control of activities of subcontractors on site and*
- *Reviewing, segregating, registering all HSE weekly /daily observations on Action Tracking Register and tracking the status of actions for closure*
- *Registering HSE NCRs and tracking the status of non-conformances*
- *Manage, control and update of Training Matrix,*
- *Arrange Trainings as per HSE Plan and Client/Project requirements*
- *Provision of internal HSE Trainings as per approved Training Matrix,*
- *Managing, updating and keeping the information on register of provided trainings*
- *Provision of Inductions for new comers*
- *Reviewing and updating Training Materials*
- *Keeping register of HSE Journals up to date as per local state regulations*
- *Stop any unsafe operation/condition and provide safety advice, coaching and corrective actions.*
- *Assist line managers in implementing and supervising HSE issues in all activities on site (including subcontractors).*
- *Conducting site visits and HSE supervision and support to operations.*
- *Managing PPE issuance and site visitors*

**HSE Engineer** *October 2021 – June2023*

**SAIPEM CONTRACTING NETHERLANDS B.V. – (SCONA)**

Absheron Project (T&I, URF, EPS) – client Total Energies / JOCAP

Offshore / Onshore Operations. HSEQ Department

*Responsibilities:*

- *Provide specialist advise to Site Management Team and personnel in general for interpretation and implementation of the applicable HSE Procedures,*
- *Ensure that Project/Site HSE plans and procedures are properly implemented on site/vessel during operation,*
- *Report to Vessel HSE Coordinator and/or Site Manager any HSEQ related issues occurred on site,*
- *Perform monitoring of the workplaces for the compliance with HSE requirements and advise on HSE matters*
- *Chairing and conducting Risk Assessment sessions together with all involved parties including performing subcontractors online (Microsoft Teams) or by physically*
- *Adhere to and implement SAIPEM Internal /Project specific HSE management system requirements, policies and procedures.*
- *Provision of internal HSE Trainings as per approved Training Matrix,*
- *Managing, updating and keeping the information on register of provided trainings*
- *Stop any unsafe operation/condition and provide safety advice, coaching and corrective actions.*
- *Monitor the compliance of all operations with the applicable safety standards and company's procedures and bring to the attention of the Project Management any safety violations by site team for their further corrective action.*

- Follow Company/Project PTW system requirements to make sure all operations are under control and conducted safely
- Control, check, review and register all issued Permits that are correctly filled, risks and precautions adequately identified and implemented and all referenced documentation are correct.
- Checking on site operations to make sure all operations are conducted under issued valid PTW's
- Developing Safety Bulletins, TBT subjects and sharing between work groups/departments,
- Make sure all safety observations registered in Action Tracking Register and actions tracked,
- Immediately bring to the attention of the Project Management the critical and outstanding safety issues for their further actions.
- Monitor, assess and report on Contractor and Sub Contractors HSE compliance with the project requirements
- Inspection of all safety and emergency equipment are in good condition on vessel and fit for purpose according to schedule or on demand
- Assist line managers in implementing and supervising HSE issues in all activities on site (including subcontractors).
- Monitor and compile site HSE statistical report, HSE weekly and other reports.
- Maintenance of Action register, Incident report, Lessons Learned databases and other associated records of the HSE Management System.
- Give HSE support to the HSE team and wider organisation as required.
- Actively participate in the promotion of HSE policies, plans and programmes.
- Provide daily advice on HSE support and services to the line.
- Ensure company targets and goals are communicated to all employee.
- Ensure HSE performance aspects comply with the client and all relevant government and international legislations.
- Act as secretary and facilitate the site HSE Committee Meeting and activities.
- Onshore HSE support for other project areas and during mobilization and demobilization stage while away from offshore shift during rest time
- Acting on onshore Senior HSE Officer duties when relocated
- Taking part in preparation of Site/Project Risk Assessments together with all involved parties (online/physical)
- Managing/updating different HSE related documents and making own inputs when required.
- Conducting site visits and HSE supervision to operations.
- Conduct Vessel Inspections and prepare Inspection Reports
- To ensure vessel safety arrangements are in accordance with SOLAS requirements
- Other duties as required.

**HSE Engineer** June 2020 – October 2021

**UBOC (Umid Babek Operating Company)**

Onshore - Construction of 40" gas Pipeline, Subsea Pipeline and Gas Terminal

Offshore – Operation of Umid1 gas Rig

Site HSE Representative of the Client Company

*Responsibilities:*

**Offshore-**

- Control all operations are carried-out under PTW safely and registered
- Provide daily checking and Preventive Maintenance of Safety Equipment with Operation Team as per annual PM Plan.
- Worksite monitoring of all operations to ensure safely delivering tasks.

- *Stop any unsafe operation/condition and provide safety advice, coaching and corrective actions.*
- *Register all safety observations and track actions by Action Tracker*
- *Report and discuss any complicated issues with direct management for proper solution to ensure safety.*
- *Report any shortages to provide critical safety items as required*
- *Review management system and upgrade/update*
- *Provide Task Risk Assessments (level2) for different tasks*
- *Inspection, maintenance and control of life rings and life vests.*
- *Monitoring, checking and keeping in order of fire hydrants, fire hose boxes, cabinets, fire stands and boxes.*
- *Inspection, PM, renewal and keeping register of fire extinguisher (FE) cylinders.*
- *Preparing safety signs, posters, IMCA safety information, safety bulletins, urgent safety messages and ensuring they are communicated to personnel by Safety Board, safety meetings, TBT, PA system and etc.*
- *Checking safety signs all over the platform and ensuring hazards and risks are highlighted properly on areas and equipment with posted safety signs.*
- *Inspection and PM of lifeboats and life rafts together with mechanical team using checklists.*
- *Checking Davit winches if they are operable,*
- *Inspection of Helipad by PM program.*
- *Inspection, storage and control of safety equipment (safety harness), Fire Fighting clothes and equipment*
- *Checking and inspecting smoke/gas/heat detectors together with operation team and keeping calibrated, in working order*
- *Verifying well control equipment inspection is conducted by responsible party from Drilling Team*
- *Conducting Drills such as BOP, Well control, Emergency Evacuation, Fire, Helicopter Helideck Incident, Medevac, First Aid and other drills by schedule working closely with Drilling and Operation team operating closely with OIM,*
- *Monitoring Drilling Operations and working closely with Drilling Team*
- *Leading / Appointing Emergency Rescue Team during drills and real case scenario,*
- *Managing Rig POB and updating list of personnel during any crew change,*
- *Preparing/appointing and updating list of personnel for Life Boats including*
- *Checking Frog unit and managing Frog Operations during crew change and visits.*
- *Supporting mechanical/operation team for inspection of emergency fire pumps, compressors, transformers and other equipment,*
- *Inspection of the doctor's room, audit.*
- *Supporting doctor in preparation of daily reports, conducting inspection of First Aid boxes, eye wash stations, and emergency showers.*
- *Provision of audit and inspection of Living Quarter (LQ), Mess Room and Welfare Unit including Hygienic condition check in conjunction with site doctor,*
- *Inspection of chemical storage facility (checking MSDSs of chemical stored containers/drums)*
- *Provision of daily reporting to top management.*
- *Taking the role of contact person during Rig audit by top management and third party.*
- *To participate in making additions and changes to procedures and instructions*
- *Elimination of inconsistencies detected by the third parties such as audit and fire protection service of the Ministry of Emergency Situations.*
- *Control over the execution of relevant orders of the QHSE Manager*
- *Conducting gas testing in works conducted in Confined spaces*
- *Monitoring the implementation of daily procedural requirements during the pandemic period*
- *Preparing and managing Incident Investigations including leading, participating in the incident investigation process together with top management and OIM.*

## **Onshore**

- *Monitor the compliance of all operations with the applicable safety standards and company's procedures and bring to the attention of the Project Management any safety violations by site team for their further corrective action.*
- *Monitor, assess and report on Contractor and Sub Contractors HSE compliance with the project*
- *Adhere to and implement UBOC internal /Project specific HSE management system requirements, policies and procedures.*
- *Adhere to approved project HSE requirements and implement this to Contractor site team.*
- *HSE requirements as per the Contract and HSE legislation / best practice*
- *Immediately bring to the attention of the UBOC PM the critical and outstanding safety issues for their further actions.*
- *Conduct and co-ordinate regular safety coaching for Contractor staff when required.*
- *Carry out daily site HSE tours with Contractor HSE staff and highlight findings.*
- *Daily/periodically inspect site with HSE team to identify hazards but ensure any high risks are immediately controlled prior to leaving area*
- *Issue and share Safety Observation with all involved to correct on spot*
- *Follow up with the Contractor on outstanding HSE issues and ensuring prompt closure with adequate evidence of compliance.*
- *Review and comment of the Project HSE Documentation, Procedures, Risk Assessments and etc. to be up to date.*
- *Review and comment on Contractors risk assessments and work method statements.*
- *Develop, review and update UBOC/Project HSE documents, e.g. HSE Plan, PTW, HSE specific site risk assessment.*
- *Assist in developing and use of checklists for specific activities.*
- *Monitoring and strengthening control of work.*
- *Take part / Conduct accident and incident investigations and registering.*
- *Compile accident report and incident, near-miss statistics.*
- *Monitor, input and manage HSE statistics, KPI and define most observed violations by trending.*
- *Take part/ Chair weekly and daily safety meetings where required with the Contractor and other parties as necessary.*
- *Prepare /maintain/redesign UBOC HSE registers, forms e.g. training, induction, safety observations, inspection reports, accident/Incident, and others as required.*
- *Report any accident on site immediately to UBOC Health and Safety Management and others as required.*
- *Communicate, coordinate and seek any advice from UBOC Health and Safety Manager as required.*
- *Monitor the Contractor's compliance with UBOC/Project Health, Safety, Security and Environmental (HSSE) legislation and Contractors HSE Plan and report and follow up any breaches.*
- *Liaise with the Employer, Contractors and the Site Supervision Team and report status of safety issues.*
- *Liaise with contractors' Project Managers, Construction Managers and Safety Leads to improve safety provisions.*
- *Prepare regular weekly, monthly and other reports as required on safety matters for issue to the Employer and Project Manager.*
- *Co-ordinate safety-related activities for UBOC team and mentor regularly.*
- *Mentoring Area Leads and Site Specialists / Officers with regard to executing safe work methods.*
- *Visit project site frequently (as required) to supervise the ongoing construction activities, key operations.*
- *To ensure that the works are carried out safely and in-line with quality standards, in accordance to contract documents*
- *Assist/support the site team and the respective Supervision team with the implementation of health and safety management systems.*
- *Assist in the site team in the external and internal audits to ensure the effective implementation of health, safety and environmental management systems and work with the site team for resolution of non-conformance issues.*

- *Analyse current HSE trends occurring on site and provide recommendations for continuous improvement*
- *Assist in implementation of all health, safety and environmental audits, surveillance audits and work with site team for resolution of non-conformance issues.*
- *Assist the site team by closing out any adverse HSE issue they have raised.*
- *Mentor HSE Officer and other staff to ensure HSE knowledge is increased but monitor progress and assist in development*
- *Inform HSE Manager regularly on all aspects of HSE occurring on the project*

**HSEQ Manager** *August 2019- April 2020*  
**Hydroserv LTD**

**Responsibilities:**

- *Manage, administer, compile and maintain HSEQ Management Systems*
- *Developing and updating HSEQ Procedures, Forms, Checklists to cover activities of Organization where required;*
- *Arrange HSEQ Management System Internal Audits to evaluate the effectiveness of the management systems and procedures, and identify and implement improvements;*
- *Assist in the implementation of ISO 9001:2015, 14001:2015 and 45001:2018 management systems and lead to maintain management system requirements and administer;*
- *Lead by example in HSEQ compliance with clients HSEQ Management Systems, including HSEQ Policies and Procedures.*
- *Being responsible person for External Audits such as provided by supplier, customer and other interested parties.*
- *Preparation and assisting for tendering activities with other interested Departments within the company.*
- *Ensuring employees comply with Company Quality requirements and Health, Safety & Environmental Rules;*
- *Implement, review, update, and monitor SSOW such as Risk Assessments, Permit to Work, Procedures, Forms and Checklists.*
- *Assisting in improvement of Safe System of Work (SSOW) and maintaining high standards of Health and Safety.*
- *To review, amend & issue HSE docs & distribute them within the company;*
- *Ensure current Risk Assessments and Job Safety Analysis are reviewed and advise management on any risks that have been identified during risk assessments;*
- *Allocation of HSE Tasks within the company;*
- *Reviewing QHSE Procedures periodically as required, carrying out amendments where required and implementing procedural requirements;*
- *To assist and carry out safety Incident/Accident & Near Miss reports where applicable;*
- *Raise HSEQ corrective/preventive actions maintain and ensure closed out to schedule in the Register.*
- *Review NCRs and help ensure they are followed up and closed out.*
- *Assist Top Management with all aspects of Quality and Health & Safety issues.*
- *Assisting in developing, implementing and achieving company Quality H&S objectives and targets;*
- *Developing, amending, updating QHSE Improvement Action Plan and allocating responsibilities for open actions;*
- *Developing Safety Posters and Awareness Campaigns and communicating to personnel;*
- *Developing, arranging, implementing and advising Safety Signs throughout work site*
- *Monitoring activity and behavior of personnel on site and intervene in case of unsafe condition;*
- *Initiate Reward Program to give incentive to personnel for exceptional safety behavior or performance*



- To ensure that personnel are aware of QHSE Policy and requirements via internal communication;
- To advise on training necessary for personnel to gain competency to carry out the job safely;
- Monitoring and updating Training Matrix together with HR Dept.;
- To advise on environment and site planning necessary to carry out the job safely;
- To carry out site walk a rounds to monitor work is being carried out safely and to monitor the safe use of equipment including finding gaps and deviations to make improvements;
- Maintaining consultation with workforce including implementation of delivering information and communication by “Safety Observation Cards” and managing to keep records of all observations on the HSE data base;
- To attend and hold (when required) safety meetings / morning attendance with workforce to deliver safety message and get feedback;
- Reporting to the Employer any circumstance that affects or may affect the Health, Safety, Environment, Quality or the Employee’ performance, which may as well include working conditions;
- Prepare all legal documentation as required;
- Monitoring and controlling security personnel and security issues

**HSEQ Coordinator** March 2018 – August 2019  
**Azorel LLC / Halliburton - LMP** (Liquid Mud Plant)

*Responsibilities:*

- Administer and maintain HSEQ Management Systems and activities on a day-to-day basis.
- Co-ordinate and carry out Company / Clients Systems HSEQ duties.
- Assist in the development, implementation and achievement of certification of ISO 9001, OHSAS 18001 and ISO 14001 management systems and where these have been achieved, assist in maintaining and administering.
- Lead by example in HSEQ compliance with clients Systems HSEQ Management Systems, including HSEQ Policies and Procedures.
- Assist with HSEQ Management System Internal Audits to evaluate the effectiveness of the management systems and procedures, and identify and implement improvements.
- Assist with supplier, customer and external audits of sub-contractors.
- Raise HSEQ corrective actions maintain and ensure closed out to schedule in the Register.
- Review NCRs and help ensure they are followed up and closed out.
- Assist Top Management with all aspects of Quality issues.
- Verify that all QA documentation is in compliance with company Quality Assurance requirements and control the storage, both manual and electronic copies of those documents.
- When required, develop, compile, maintain and review QHSEMS documents.
- Liaise with 3rd Party Certifying Authorities (i.e. B.V.) with regard to having inspectors present to witness tests, approve QC documentation, Obtain C.O. C’s etc.
- Assisting in developing and implementation of company H&S objectives;
- Ensuring employees comply with Company Procedures and Health, Safety & Environmental Rules;
- Reporting to the Employer any circumstance that affects or may affect the Health, Safety, Environment, Quality or the Employee’ performance, which may as well include working conditions.
- Reviewing QHSE Procedures, carrying out amendments where required and implementing procedural requirements;
- Developing Procedures, Checklists, Forms to cover activities of Organization as required;
- Developing, maintaining, updating Action Tracking Register and allocating responsibilities to close open actions;
- To advise and implement and corrective preventative measures
- Communicating and implementing Company HSE and Quality Policy to personnel;
- Checking and ordering Safety Equipment, PPE and other required items;
- Developing Safety Posters, Campaigns, Awareness programs and communicating to personnel;
- Developing, arranging, implementing and advising Safety Signs throughout work site
- Monitoring activity and behavior of personnel on site and intervene in case of unsafe condition;

- To ensure that HSE representative are aware of their duties and the HSE requirements;
- Initiate Reward Program to give incentive to personnel for exceptional safety behavior or performance
- To ensure that personnel are aware of QHSE requirements;
- To monitor safety issues at LMP base and at other related sites where activities extend to;
- To consult, advise and act on general QHSE issues;
- To advise on training necessary for personnel to gain competency;
- Creating and implementing Training Matrix to monitor training schedule and needs;
- To advise on environment and site planning necessary to carry out the job safely;
- To carry out site walk a rounds to monitor work is being carried out safely and to monitor the safe use of equipment;
- Developing site “Safety Observation Cards” and managing to keep records of all observations on the HSE data base;
- To update and monitor Risk Assessments/JSA, MSDS / COSHH Assessments,
- To assist and carry out Incident/Accident & Near Miss reports where applicable;
- To attend and hold (when required) safety meetings once a fortnight or at intervals that is appropriate;
- Prepare all legal documentation as required;
- To review, amend & issue HSE docs & distribute them within the company;
- Ensure current Risk Assessments and Job Safety Analysis are reviewed and advise management on any risks that have been identified during risk assessments;
- Allocation of HSE Tasks within the company;
- Monitoring and controlling security personnel and security issues

#### **HSE Engineer/Supervisor** May 2014 – August 2017

#### **ATA Consortium (Amec, Tekfen, Azfen J.V.) -SHAHDENIZ-2 Project,**

*Fabrication of Offshore Facilities and Hook Up and Commissioning Support*

*Construction of SDB PR (Production and Risers Platform) and QU (Quarters and Utilities) Platforms*

#### **Responsibilities:**

- Assisting QHSE Manager and Team Lead for management issues
- Developing, preparing and updating Site HSE Handbook, posters, signs, and bulletin.
- Creating Company Profile and Project Presentations.
- Liaising with Training Manager in administrative matters
- Arranging training courses for department subordinates and for required workforce as well
- Collecting, processing and submitting training records of workforce in case of accidents
- Preparing/updating/re-designing BOSS/SOC cards according to site specific activities,
- Providing Construction Site and Offices with safety information.
- Updating Company HSE documentation such as HSE Policy, Bulletins, RTC (Risk it, Talk it, Check it book) etc. as well as design and content.
- Preparing Evacuation Plans for buildings, facilities.
- Managing and implementing 5 Star Program, motivating workforce to contribute to safety and understand the key points for safety.
- Selection and ordering HSE equipment, clothing and office items.
- Selecting, ordering and approving PPE for workforce
- Monitoring and registering Project Progress
- Taking part in weekly Safety Meetings when required.
- Providing Safety Advises on site ensuring all activities implemented and completed safely within safety requirements.
- Monitoring and checking activities within workshops and on open deck area to be implemented safely as per developed TRA (Task Risk Assessment) and according to safety procedures.
- Supporting Incident Investigation Team
- Participating in incident investigations, taking photos for investigation team, preparing statements

- *and taking part in interrogations as well as identifying root causes and advising corrective action,*
- *Managing, filing and controlling HSE shared server (documents, photos of incident scenes, project progress, procedures, signs etc.,)*
- *Preparing HSE Notifications for all workforce illuminating changes, news, updated information, maintenance works and management of changes on map sketch.*
- *Designing of new monthly/seasonal safety campaigns and distribution*
- *Designing, ordering and locating site personal message boards, safety panels and stations.*
- *Developing/ updating international and specific signs for construction site and office premises.*
- *Taking photos of Project Progress, Lifting Operations, Drills, Incidents, Shipped goods and Site Upgrade process to archive and for Management Monitoring.*
- *Conducting site safety observations and reporting nonconformance*
- *Taking part in Project Scheduled Drills as well as testing Deck Life Boats*

**HSE Engineer / Administrator - April 2011 to January 2014**

**ATA Consortium (Amec, Tekfen, Azfen J.V.) - WC and COP Project, Construction of COP Platform (Offshore Facilities operated by BP)**

*Responsibilities:*

- *Dealing with HSE related issues,*
- *Managing safety observations throughout project activities (via BOSS/SOC cards),*
- *Processing/updating Central Action Tracking Register and closing open actions/deviations from SSOW via related parties,*
- *Assisting Safety Coaches in preparation, revising and translation of Task Risk Assessments and Procedures,*
- *Preparing monthly site inspection report system for management review, coordination HSE Team on behalf of HSE Manager,*
- *Attending weekly/monthly HSE meetings, Translating HSE related documents when required and controlling them,*
- *Chairing Translators meeting for improvement and processing/establishing new terminology for construction yard,*
- *Managing and conducting 5 Star Nomination Program such as participating in 5 Star Committee meetings, ordering/distributing safety awards or disciplinary actions according to 5 Star Principles,*
- *Taking part in incident investigations and*
- *Assisting Management in Administrative matters for solutions.*

**Office Manager/Sales Coordinator December 2009 to July 2010**

**El Zumrud-AZERI Ltd. - (Local branch of El Zomorodah Company with Head Office in Cairo, Egypt)**

*Responsibilities:*

- *Maintaining, managing and running office,*
- *Finding, dealing and setting agreement with potential Customers and managing sales*
- *Control expenses, maintain inventory control and monitor budgets*
- *Conduct market research and competitor and customer analysis*
- *Analyze data to identify sales opportunities*
- *Develop promotional ideas and material*
- *Attend trade meetings and industry conventions*
- *Cultivate effective business relationships with executive decision makers in key accounts*
- *Preparing and providing SWOT analysis to Head Office in Egypt,*
- *Keeping correspondences with Head Office to ensure implementing company sales policy and targets*
- *Develop a sales strategy to achieve organizational sales goals and revenues*
- *Liaise with Head Office and other company functions to ensure achievement of sales objectives*

- *Managing, coordinating and training sales team,*
- *Set individual sales targets with sales team*
- *Delegate responsibility for customer accounts to sales personnel*
- *Co-ordinate sales action plans for individual salespeople*
- *Oversee the activities and performance of the sales team*
- *Ensure sales team have the necessary resources to perform properly*
- *Monitor the achievement of sales objectives by the sales team*
- *Evaluate performance of sales staff and record*
- *Provide feedback, support and coaching to the sales team*
- *Assist with the development of sales presentations and proposals*
- *Track, collate and interpret sales figures*
- *Develop pricing schedules and rates*
- *Formulate sales policies and procedures*
- *Paying office bills such as electricity, Internet, telephone bills, office rent, warehouse and dealing with office issues,*
- *Managing petty cash and making purchases for office,*
- *Generate timely sales reports*
- *Providing weekly report to Head Office,*

**Office Manager** *May 2008 to January 2009*

**“Rich” Company (SsangYong vehicles regional distributor) / Kia Motors**

*Responsibilities:*

*Assisting Company Director in business matters,*

- *Keeping contact with dealers and dealing with outside business proposals,*
- *Correspondence to business letters and supplying with required documentation,*
- *Statistics with producer and business partners,*
- *Maintaining, managing and processing office documents,*
- *Making Orders for desired vehicle option to producer,*
- *Traceability and Logistics of shipments and documents, handling Sales and*
- *Stock Monthly Report.*

**IT Assistant** *July 2007 to November 2007*

**“Qartal-S” LLC – IT solutions and service**

*Responsibilities:*

- *Installation Operating System,*
- *Installation of required programs such as Office Pack, Antivirus, Graphic Design programs, Editors, and etc.*
- *Virus checking and repairing.*

**QA/QC Administrator / Translator** *August 2005 to July 2007*

**“BOS Shelf LLC”**

*Baku Deep Water Jackets Factory - Construction of PCWU & DUQ Jackets (ACG Project Offshore Facilities Construction operated by BP)*

*Responsibilities:*

*Translation of QHSE & Technical procedures, Risk Assessments, Company Procedures,*

*Discuss aspects of translations with relevant personnel of the workforce to ensure that correct terminology is used.*

*Interpreting when required;*

*Conducting QA/QC Presentation Induction to new and existing Supervision Personnel;*

*Assisting with compilation of QA documentation and implementing various office duties;*

*Taking part in key roll-up / load-out operations whilst working in a safe manner.*

**Key operations:**

- *Jacket Load-Out, Ballast Control*
- *Jacket Roll-up, Winch Supervisor*
- *Jacket, Frame Roll-up, Winch Supervisor*

**Translator/Interpreter** *February 2005 to June 2005*

**CODEST” International & “VENETA LAVAGGI” S.R.L Engineering Company- Upgrading & Renovating Train Washing Plant**

**Responsibilities:**

*Translating official documents of the company, technical procedures and instructions for new devices, e.g. pumps, motors, air and water compressors and technical safety manuals for the Balajari Washing Plant. English – Azeri & Azeri - English, English – Russian & Russian – English.*

**Customer Service Officer** *July 2002 to July 2004*

**“Sea View Plaza” Residential Building**

**Responsibilities:**

- *Customer service duties*
- *Reception of visitors and directing them;*
- *Assistance to the Service management in administrative matters;*
- *Security, safety and evacuation responsibilities in case of emergency*
- *Assisting technical troubles gas/water leakage, fire,;*
- *Shift working experience (night and day position of security and reception);*
- *Some technical experience and working knowledge gained through employment;*
- *Attended special “Bomb threat training” course organized by BP.*

**“Azadliq” Interpreting & Translating Company** *February 2000 to May 2002*

**Manager assistant/Translator**

**Responsibilities:**

*Assisting the General Manager in translating various documents / technical material as requested with varying levels of technical content.*

**Education:**

- **Azerbaijan State Pedagogical University n.a.Tusi**  
Bachelor’s Degree, History (1999-2004)
- **Azerbaijan Financial Economical College n.a H.Z.Tagiyev**  
Bookkeeper-Economist (1994-1997)
- **Baku Secondary School №129**  
1983-1994

**Languages:**

Azerbaijani (native), English, Turkish, Russian, German

## **Computer skills:**

Windows OS, MS Office Pack, Adobe Photoshop, Sony Vegas 9 Pro, some IT skills

## **Trainings / Certificates:**

**Certificate of Appreciation by the President of Azerbaijan Republic for the taking active part in the COP29 event preparation.**

### **OTI**

- Rescue at Height –Dec 2022
- Confined Space Rescue- Jan 2022

### **RelyOnNutec**

- BOSIET – April 19, 2022

### **GRBS**

- NEBOSH IGC (1,2,3) – Nov 2019-2021

### **G&I**

- IOSH (October 2019)
- National Occupational Health and Safety Legal Requirements course (July-2019)

### **Intertek**

- ISO 9001:2015, 14001:2015 Awareness Course (July2018)
- Accident Incident Investigation Workshop (July2018)

### **TCS Trainings**

- Environmental Awareness Seminar (March 2019)
- ISO Standards (9001:2015); (14001:2015); (45001:2018) + Internal Auditor – (Jan 2019)- by TCS
- “Qualifications that are required for HSE Professionals (Dec 2018)- by TCS
- First Aid -(April 2018) - by TCS
- Fire Fighting -(April 2018) -by TCS
- Hand and Portable Power Tools Safety -(April 2018) -by TCS
- Lock Out/Tag Out -(April 2018) -by TCS
- Basic Spill Response -(April 2018) -by TCS
- Confined Space Entry -(April 2018) -by TCS

**SD2 Project** -Training Pack

**COP/WC Project** -Training Pack

“Hedef” courses -Microsoft Office (№0000178) - May 2009

German Language (Pre-Intermediate) - August 2005

## **Hobbies:**

Travelling, sport activities, reading

***References available upon request***