



## Altab Malek

📍 **Home** : Malek Estate, At & Po. Kuni, Ta. Galteshwar, Dist. Kheda, Gujarat,, 388235, India

✉ **Email**: [firesafetyhse@gmail.com](mailto:firesafetyhse@gmail.com) 📞 **Phone**: (+91) 9898379892

☎ **Phone**: (+91) 9898950750 📠 **Skype**: altafmalik

🌐 **LinkedIn**: [www.linkedin.com/in/altaf-malek-206a18185](https://www.linkedin.com/in/altaf-malek-206a18185)

**Gender**: Male **Date of birth**: 20/08/1984 **Nationality**: Indian

### ABOUT ME

I am an enthusiast Fire and Safety professional with vast experience.

I hold Advance Diploma in Occupational Health & Safety Environment with Distinction, Diploma in Fireman (Firefighter) Course from NFA, Vadodara. Master Diploma in offshore rig oil and gas safety engineering along with certification in other Fire and Safety programmes. I have also completed Health and Environment Management course from Green World Group with Distinction as well as UK approved IOSH Managing Safely course. I also have a privilege of attending special training session at Oryx GTL Ltd during my shutdown-work in Qatar.

In addition to my education, I have over fifteen years of experience mostly with Fire and Safety departments. In these roles, I conducted area inspections, ensured compliance with safety policies & procedures, implemented fire safety programs, monitored security screens and coordinated with staff & upper management. During my time of education and work experience, I have gained valuable organizational and time management skills. I feel honored for my academic achievements as well as representing myself at various events and training programmes. I am detail-oriented, possess strong problem-solving skills, and remain calm under pressure.

### AREAS OF EXPERTISE:

- Fire prevention
- Fire Protection
- Safety Awareness
- Accident Control
- Disaster mitigation
- Training
- Industrial Housekeeping
- Firefighting Training

### WORK EXPERIENCE

I presently Working as a EHS Executive in KP Group (permanent job) Matar (Baroda)

[ 15/02/2021 – Current ] **Supervisor**

**Gujarat State Electricity Corporation Ltd., M/s. Super Handle Pvt Ltd.**

**City**: Wanakbori TPS | **Country**: India

- To provide guidance to Tack Construction Management Team as well as Contractors Management Team in overall site as well as Health and Safety Management
- To monitor work activities and management regarding improvements in HSE program implementation and performance
- Managing overall safety operations and preparing the plant for routine safety audits



- Effective communication about non-compliance of regulatory/system and safety requirement
- To organize competitions, campaigns, contest etc. to develop an interest of workers in establishing safe work conditions

[ 01/11/2019 – 29/02/2020 ]

**Fire & EHS Officer**

***TML Industries Ltd.***

**City:** Vadodara | **Country:** India

- To provide/develop technical safety training and conduct safety management training for supervisor and management personnel
- Frequent plant-rounds to ensure that workers engaged in any job or operations are fully aware of hazards with the job and following safe methods of working
- Instilling strict discipline among the fire personnel

[ 21/07/2016 – 20/08/2019 ]

**Sr. Safety Officer**

***Gujarat State Electricity Corporation Ltd, M/s. GMW Pvt. Ltd.***

**City:** Wanakbori TPS | **Country:** India

- Safety awareness
- Disaster mitigation
- Accident control
- Effective communication about non-compliance of regulatory/system safety requirement
- Assisting the fire & safety manager for resource management, emergency planning and other activities
- Developing systems and procedures by preparing various formats and implementing them as per ISO: 9002 standards

[ 08/02/2016 – 11/04/2016 ]

**Safety watch**

***Oryx GTL Limited***

**City:** Qatar | **Country:** Qatar

- Confined space entry
- Hot work
- Material handling
- Lifting and Rigging
- Working at height and Scaffolding awareness
- Permit to work/Site supervisor

[ 25/09/2014 – 08/12/2015 ]

**Safety Officer**

***Essar Oil and Power Ltd., M/s.Vishvkarma Engineering***

**City:** Jamnagar | **Country:** India

- Responsible for the strict implementation of safety rules and regulations
- Conduct weekly toolbox meeting emphasizing the importance of safety and correcting the "short cut" execution of the work

[ 08/06/2013 – 28/07/2014 ]

**Safety Supervisor**

**Indian Oil Corporation Limited (Refinery), M/s. Aarvi Encon****City:** Vadodara | **Country:** India

- To make sure that personal protective equipment, such as dust masks, safety glasses, footwear and safety helmets are being used in workplaces according to regulations.
- To ensure that dangerous materials are correctly stored

[ 01/04/2012 – 31/03/2013 ]

**Fire & safety supervisor****Petronet LNG Limited (Terminal), M/s. Safe Fire Services Pvt. Ltd.****City:** Dahej | **Country:** India

- Fire prevention
- Fire protection
- Firefighting training
- Firefighting induction of ETs, MTs, EST members & labours
- Handling of rescue equipment at first sight in case of emergency
- Safety in LNG Jetty Platform Terminal
- LNG ship Unloading

[ 15/07/2009 – 20/08/2010 ]

**Safety Officer****Indian Oil Corporation Limited (Refinery) M/s. B & R India Ltd.****City:** Vadodara | **Country:** India

- Ensure all paperwork and reports were completed in an accurate and timely fashion
- Maintain all equipment to ensure efficient and continuous performance

[ 08/10/2008 – 19/05/2009 ]

**First Aid Dresser****Oil and Natural Gas Corporation (ONGC)****City:** Vadodara | **Country:** India

- Has given immediate help to casualties with common injuries or illnesses and those arising from specific hazards
- When necessary to make arrangements to call an ambulance

[ 15/12/2005 – 04/06/2008 ]

**Fireman****Petronet LNG Limited, (Terminal), M/s. Agni Fire Services Pvt. Ltd.****City:** Dahej | **Country:** India

- Working as Fireman of fire & safety department
- Firefighting induction of ETs, MTs, EST members, labours, handling of rescue equipment at first sight in case of emergency
- Safety in LNG Jetty Platform Terminal, LNG ship Unloading
- Successful troubleshooting activities on numerous fire call
- Routine maintenance and inspection of fire-fighting vehicles and equipment.
- Testing of fixed firefighting installation
- Frequent plant-round to ensure that workers engaged in any job or operations are fully aware of hazards with the job and following safe methods of working

[ 13/10/2005 – 14/12/2005 ]

**Fireman****Gujarat Chemical Port Terminal Company Ltd****City:** Dahej | **Country:** India

- Managing day to day activities at fire station as shift in charge.
- Instilling strict discipline among the fire personnel:- Fire fighting induction of ETs, MTs, EST members, labours ,handling of rescue equipment at first sight in case of emergency Safety in LNG Jetty Platform Terminal,LNG ship Unloading





- Working as Fireman of fire & safety department.
- Successful troubleshooting activities on numerous fire call.
- Routine maintenance and inspection of fire-fighting vehicles and equipments
- Testing of fixed fire fighting installation.
- Frequent plant-round to ensure that workers engaged in any job or operations are fully aware of hazards with the job and following safe methods of working.

## EDUCATION AND TRAINING

- [ 10/05/2018 ] **Advance diploma In Occupational Safety, Health and Environment Management**  
*Green World Group*  
 Country: India |
- [ 08/04/2018 ] **IOSH Managing Safely Course (UK approved)**  
*Green World Group*  
 Country: India |
- [ 10/05/2017 ] **Master Diploma in Offshore Rig Oil And Gas Safety Engineering**  
*Green World Group*  
 Country: India |
- [ 10/10/2005 ] **Diploma six month - Fireman (Firefighter) course**  
*National Fire Academy*  
 City: Vadodara | Country: India |
- [ 2009 ] **HSC 12th - Higher Secondary School Certificate**  
 Country: India |
- [ 2001 ] **SSC 10th - Secondary School Certificate**  
 Country: India |

## OTHER TRAINING COURSES

- Behavior Based Safety Management 30 Hrs Online Program**
- Control of Substances hazardous to Health**
- Fire Risk Assessment Awareness**
- Investigating Accidents/Incidents Awareness**
- NCFE Level-2 Award In principles of risk assessment for the workplace**
- Hazardous waste operations and emergency response management, 3 Hrs online program**
- Essentials Fire Safety principles**
- First aid at work from Green World Group (KHDA permit)**
- Management of change in process safety**



Heath Safety and Environment Course from Fire and Safety Forum

Civil defense Exam passed and got first Rank in Controller of civil defense (Kuber Bhavan Baroda)

First aid Exam passed from St John Ambulance Association (Baroda)

## MANAGEMENT AND LEADERSHIP SKILLS

### Administrative Duties

- Managing day to day activities at fire station as shift in charge.
- Instilling strict discipline among the fire personnel.
- Assisting the fire & safety manager for resource management, emergency planning and other activities.
- Developing systems and procedures by preparing various formats and implementing them as per ISO: 9002 standards.

## LANGUAGE SKILLS

**Mother tongue(s):** Hindi

**Other language(s):**

**Gujarati**

LISTENING C1 READING C1 WRITING C1

SPOKEN PRODUCTION C1 SPOKEN INTERACTION C1

**English**

LISTENING B1 READING B1 WRITING B1

SPOKEN PRODUCTION A2 SPOKEN INTERACTION A2

*Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user*

## DIGITAL SKILLS

### My Digital Skills

Account Assistant using Tally Software

## DRIVING LICENCE

**Motorbikes:** AM

**Motorbikes:** A1

**Motorbikes:** A2

**Motorbikes:** A

**Cars:** B1

**Cars:** B

**Cars:** BE

**Trucks:** C1

**Trucks:** C

**Others:** D1

**Others:** D