

RAHIMA MUMTAHINA

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Professional Summary:

Insightful young HSE professional with 3.5 years extensive experience in testing, inspection, certification and security solution companies with a Master of Science focused in Chemistry. Efficient to strengthen and implement workplace HSE management system through employee involvement.

Core Competencies:

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|--------------------------------|----------------------------|--------------------------|
| ➤ Occupational health & safety | ➤ Chemical management | ➤ Training & development |
| ➤ HSE reporting | ➤ Fire safety | ➤ Safety campaign |
| ➤ Risk analysis | ➤ Laboratory good practice | ➤ MS Office |

Professional Experience:

G4S Secure Solutions Bangladesh (P) Ltd. /Dhaka [May 2019-Present]

Officer-Training HSE

- Define the HSE training needs and propose training plan.
- Prepare and develop the training modules and materials.
- Conduct trainings and ensure the proper assessments.
- Make the employees competent to act safely while performing their duties.
- Review and update the HSE policies and procedures according to the requirements.
- Act as an emergency team leader and take action accordingly.
- Organize different HSE programs throughout the year to ensure a safe working environment.

Bureau Veritas Consumer Products Services (BD) Ltd. /DEPZ, Dhaka

Executive HSSE (Health, Safety, Security & Environment) [September,2017-November,2018]

- Performed the investigation, root cause analysis and reporting of all accidents.
- Took required corrective and preventive actions to mitigate the accidents.
- Prepared and updated the HSSE policies and procedures according to the requirements.
- Performed the risk assessments to identify and minimize the hazards.
- Conducted the HSSE trainings according to the requirements.
- Performed the mock emergency evacuation and maintained the fire safety.
- Performed the Safety Walk to ensure the good laboratory practice.
- Promoted safety culture across the workplace through various safety campaigns.
- Documented, implemented and maintained the location's HSSE management system.

Bureau Veritas Consumer Products Services (BD) Ltd. /DEPZ, Dhaka

Assistant Analytical Chemist [April, 2016–August, 2017]

- Performed as a trainee auditor in the sustainable chemical management audit.
- Drove audit in the field of EMS, chemical management, water, energy, waste water and waste management along with the senior auditors.
- Performed the extraction of waste water test.
- Performed the sampling of textile sample for inorganic test.

Training/Certification:

- Competency requirements of HSSE representative
[Bureau Veritas Consumer Products Services (BD) Ltd.]
- Fire fighting, fire prevention, rescue and first aid
[Bangladesh Fire Service & Civil Defense]

Internship:

Bureau Veritas Consumer Products Services (BD) Ltd. [January 2016 - March 2016]

Topic: Analytical/RSL Wet Process.

Educational Background:

M.Sc.	Chemistry	2015	National University
B.Sc.	Chemistry	2014	National University
H.S.C	Science	2007	Dhaka board
S.S.C	Science	2005	Dhaka board

Soft skills:

- Strong communication
- Leadership
- Adaptability
- Collaboration
- Teamwork
- Reliability
- Motivation
- Learning enthusiasm

Other Activities:

- Cares about environment
- Creates awareness regarding safety precautions

Personal Info:

Date of Birth : 30 June,1990

Marital Status : Single

Present Address : HAL Udayan, Raktokarobi, Mirpur-2, Dhaka

Permanent Address : Wirellesspara, Goalchamot, Faridpur Sador, Faridpur

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Rahima Mumtahina