

RAHIMA MUMTAHINA

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Professional Summary:

Result oriented professional with 4 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:

- | | | |
|--|-----------------------------------|--------------------------|
| ➤ Occupational Health & Safety Management System | ➤ Environmental Management System | ➤ Training & Development |
| ➤ Risk Assessment | ➤ Incident Reporting | ➤ Safety Campaign |
| ➤ Emergency Response | ➤ Corrective & Preventive Action | ➤ MS Office |

Professional Experience:

G4S Secure Solutions Bangladesh (P) Ltd. /Dhaka [May 2019-Present]
Officer-Training HSE (Health, Safety & Environment)

- Define the HSE training needs and propose training plan.
- Prepare and develop the training modules and materials.
- Conduct trainings with proper assessments according to the program.
- Review, update and communicate the HSE policies and procedures accordingly.
- Monitor and implement the HSE standards in all facilities and activities.
- Promote safety culture across the workplace through various safety campaigns.
- Act as an emergency team leader and take action accordingly.

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 HSSE incidents.
- Took required corrective and preventive actions to minimize the accidents.
- Performed the risk assessment to identify and mitigate the hazards.
- Maintained the 'Permit to Work' before starting a new activity or project.
- Performed the 'Safety Tool Box Talks' on a regular basis to make the employees aware.
- Performed the mock emergency evacuation and maintained the fire safety.
- Arranged meeting and discussion on HSSE issues and updates.
- Monitored the HSSE KPI and took action to meet the KPI.

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 for inorganic test of textile samples.

Professional Training/Certification:

	Training title	Duration	Year	Institute
1.	ISO 45001:2018 Occupational Health and Safety Management System-Internal Auditor Course	2 day	2020	Intertek Bangladesh
2.	ISO 14001:2015 Environmental Management System-Internal Auditor Course	2 day	2020	Intertek Bangladesh
3.	Lean Expert	2 day	2020	Intertek Bangladesh
4.	Seven Quality Control Tools	3 hour	2020	Intertek Bangladesh
5.	Writing policy and procedure	4 hour	2020	Sustainable Management System
6.	Social Compliance-What we look for?	4 hour	2020	Intertek Bangladesh
7.	Competency Requirements of HSSE Representative	20 day	2018	Bureau Veritas Consumer Products Services (BD) Ltd.
8.	Fire prevention, fire fighting, rescue and first aid	2 day	2017	Bangladesh Fire Service & Civil Defense

Soft skills:

- Thoroughness
- Adaptability
- Leadership
- Problem solving
- Presentation & communication
- Teamwork
- Time management
- Learning enthusiasm

Internship:

January 2016 - March 2016

Topic: Analytical/RSL wet process.

Organization: Bureau Veritas Consumer Products Services (BD) Ltd.

Educational Background:

M.Sc.	Chemistry	2015	2 nd Class	National University (Eden College, Dhaka)
B.Sc.	Chemistry	2014	2 nd Class	National University (Eden College, Dhaka)
H.S.C	Science	2007	4.70	Dhaka Board
S.S.C	Science	2005	4.94	Dhaka Board

Personal Info:

Date of Birth : 30 June, 1990

Marital Status : Single

Present Address : Mirpur, Dhaka

Permanent Address : Goalchamot, Faridpur Sador, Faridpur