

# Ricardo Roman

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6+ years of health and safety work experience in the road construction and 6 years of production bindery operator, maintenance, health and safety experience in the manufacturing, expert in perfect binding and saddle stitching machine. Seeking a career in quality maintenance, operator, health and safety. Which offer me challenging opportunities, where I can share and enrich my knowledge and contribute to the growth of the organization as part of a team.

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## Skills

- Excellent team player with effective communication
- Leadership, delegating and motivating skills
- Teamwork problem solving and ability to learn and adapt fast
- Excellent knowledge of Health, Safety and Environment regulations
- Proficiency with computers, including MS Word, Excel, Outlook and other common application
- Capable of responsibly working independently
- Defensive driving

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## Work Experience

05 JANUARY 2020 – PRESENT

### **Safety Officer / Al Bawakir Unicon WLL, Doha, Qatar**

- Support the development of site-specific Occupational Health and Safety policies and programs.
- Assist site management and employees with safety programs, participation and compliance
- Conduct site specific health and safety orientations and trainings.
- Advise and instruct on various safety-related topics (noise levels, use of machinery etc.)
- Conduct work area inspections to ensure plant equipment, machineries, materials, and processes do not present a safety, health or environmental hazard.
- Stop any unsafe acts or conditions that seem dangerous or unhealthy.
- Conduct risk assessment and enforce preventative measures.
- Record and report hazards, accident, injuries and health issues with in the workplace
- Investigate accidents/incidents and dangerous occurrences and forward report to the HSES Manager.
- Ensure dangerous materials are correctly stored at designated storage area with appropriate warning signs and wearing proper personal protective equipments.

19 AUGUST 2015 – 01 JANUARY 2020

### **HSE Officer / Boom Construction Company, Doha, Qatar**

- Ensuring all health and safety legislation and policies are adhered to on site.
- Inspect workplace, monitor and report all discrepancies related to HSE Management plan.
- Maintained safety training records and provided safety briefings and appropriate orientation
- Conducted hazard assessments and ensured appropriate control

- Conduct incident investigation process when necessary and be prepared to be involved in the preparation of reports and summaries.

13 SEPTEMBER 2007 – 13 SEPTEMBER 2013

## **Production Bindery Operator & Safety Officer/ Marina Inc. Printers, Riyadh, Kingdom of Saudi Arabia**

- Coordinate with production team and Bindery supervisor to produce and prioritize jobs and, when necessary, reorganize to meet deadline changes and updates.
- Set up and operate the perfect binding, saddle stitching and cutter equipment.
- Perform quality controls on the assigned machine.
- Operate machines to produce orders.
- Control, adjust machine setting and maintain activity logs.
- Maintain knowledge of safety equipment of job and equipment.
- Notify production supervisor or customer service representative of any quality and/or quantity conflict.
- Determine specification for jobs, checking the output at various stage and chart the flow of work through the production process.
- Ensure to verify accuracy and quality of work that the products meet established quality standards and expectations.
- Troubleshoot breakdowns, make minor repairs, and perform routine maintenance on machine.
- Monitor, identify and respond promptly to signs of malfunction in machinery such as changes in performance, temperature fluctuations, sounds, smells or atypical energy usage; perform troubleshooting for production machinery.
- Strictly abide by safety regulations during manufacturing activities, keeping equipment in check to avoid mechanical hazards that could cause harm to operators and workers
- Ability to work in a fast-paced environment subject to numerous schedule and priority changes and short notice activity.

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## **Education and Certification**

APRIL 2003

**Bachelor Science in Electrical Engineering with Bachelor Degree / Virgen Milagrosa University Foundation, San Carlos City, Pangasinan, Philippines**

06 MAY 2021

**IELTS General Training Certificate CLB 5 / From International Development Program /IDP (Center No. QA019/Doha, Qatar)**

02 APRIL 2020

**NEBOSH International General Certificate (IGC) level 3 / From National Examination Board in Occupational Safety and Health, UK**

23 JANUARY 2020

**IOSH Managing Safely / From Institute of Occupational Safety and Health, UK**

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