## **Curriculum Vitae**



**Miss. Mounira MEGDAD**

HSE Officer in Oil and Gas Sector

Cooperative Panorama N: 18, Belgaid, Bir-el-Djir

Oran, Algeria

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Application for the position of **“HSE Officer/Advisor”**

**PROFILE SUMMARY**

* A competent HSE professional with 07+ years of experience in Oil and Gas exploration field.
* Qualified Safety professional with proven national track record.
* Proficient in developing HSE Standards, Operational Procedures and Policies.
* Good in reviewing HSE Procedures and work practices periodically according to the latest international HSE standards and methods.
* Competent in maintaining a strong presence on site to engage with and support the team to develop a robust safety culture.
* Qualified in searching out, adapting best practices relevant and proportionate to the risks involved in everyday activities.
* Proficient in preparing Risk Assessment & implementing various measures to achieve high level safety culture in the organisation.
* Competent in delivering basic training sessions and HSE information flow down sessions
* Competent in devising significant solutions for maintaining sound HSE standards with proficiency in the implementation and maintenance of international standards (ISO 45001)

**CORE COMPETENCIES**

* Perform Job Safety Analysis and help in developing HSE Standard Operating Procedures (SOPs) review and Working Policies.
* Ensure support and assistance on any safety concerns within the team of organization and HSE team meetings and on site.
* Coordinate with delivery and stock update of all critical safety equipment and other general HSE supplies
* Develop, arrange and install safety signs and posters (emergency evacuation maps, communication strategies, and site-specific needs)
* Monitor and assistance with positive energy isolation & LOTO program in the operational areas.
* Review of proposed work packs and work orders to ensure the HSE part is following both organizational and legal/local regulations requirements.
* Arrange and deliver various HSE training sessions to workforce.
* Conduct various HSE inspections and follow up with action tracker with various stakeholders.
* Participate in HSE Management walkthroughs on site with organizational and various contractors’ managements.
* Managing various HSE documentations like Training matrix, MoM, RA and Procedures.
* Active participation in Level 2 type Risk Assessment sessions and internal audits.
* Monitor and follow up of various Environmental data to ensure the compliance with organizational and legal requirements.
* Active participation in Incident investigation and report preparations.
* Participation and monitoring the performance of emergency preparedness and periodic emergency drills with ERT department.
* Carry out periodic various inspections and audit of contractor’s facilities to ensure the HSE compliance (Camp, Workshop and HSE site performance audits and inspections)
* Monitoring and assistance with Permit to Work (PTW) system and ensure the compliance on site by carrying out PTW audits.
* Participate and contribute with organization’s various HSE Performance programs (DROPS prevention program, Fall Protection Program, Underground Utilities Damage Prevention Program, Road Safety program, Energy Isolation Program, Carbon Reduction Program, HSE Technical Asset Integrity Enhance Program, etc.)

**EMPLOYMENT DETAILS**

**Since September 2021 to till date:**

* **Groupement BERKINE, El-Merk Field, Block 208, Algeria**

A Major Joint Venture Oil and Gas exploration project in Algeria (Hassi Berkine & El Merk Fields) by Sonatrach (SH) with Anadarko Algeria Corporation USA, and Occidental Petroleum USA (Oxy)

**Position:**

HSE Technician

**Roles and Responsibilities:**

* Supervision, monitoring and implementation of site HSE Management Programs.
* Contribute to awareness and communication of HSE aspects.
* Participate in the development of environmental protection plan.
* Take part in HSE studies and risk assessment in critical activities.
* Check on application of HSE policy and related reference documents (directives, rules, specifications & procedures)
* Assists in incident investigation and reporting.
* Preparation of various HSE performance reports highlighting organizational HSE achievements and improvements. (KPI)
* Assist in development and deployment of various HSE initiatives.
* Liaising with onsite safety leadership.
* Participation in Inspections, audits, assessments, and safety meetings.
* Develop a strong safety culture within the workforce.
* Participate in all aspects of the HSEMS ensuring compliance with national regulations and international standards
* Provide direction, leadership, safety data interpretation, and technical assistance

**March 2019 to September 2021**

* **Groupement BERKINE, Hassi Messaoud, Algeria**

**Position:**

HSE Training Coordinator

**Roles and Responsibilities:**

* Map out training plans for management, HR, and customer support.
* Conduct organization-wide training needs assessment, identify skills and knowledge gaps that need to be addressed.
* Assess instructional effectiveness and determine the benefit of training related to employee’s skills and KPIs.
* Gather feedback from trainers and trainees after each educational session and prepare the close out training reports.
* Select appropriate trainings according to the company’s need.
* Maintain organizations comprehensive training matrix.
* Participate in HSE budget program meetings and plan training programs along with budget frame.
* Manage and maintain in-house training facilities and equipment.

**November 2017 to March 2019**

* **Groupement BERKINE, Hassi Berkine Field, Algeria**

**Position:**

Permit to work coordinator

**Roles and Responsibilities:**

* Maintain company PTW Management system on site level.
* Carry out daily PTW audits and perform quality check on compliance with company policy.
* Supervision, monitoring and implementation of site PTW Management Program.
* Ensuring that new staff are listed in the PTW register at the appropriate level.
* Delivering PTW training sessions and conduct test.
* Attend daily PTW meetings.
* Supply accurate data and reports regarding PTW register at the appropriate level
* Ensuring that PTW updates/changes are effectively communicated to all concerned parties

**SKILL HIGHLIGHTS**

* Hazard identification, assessment and developing control measures.
* Positive approach on finding solutions on various HSE issues.
* Delivering of various HSE presentation and programs.
* Risk Assessment & Implementation of control measures.
* HSE Management System incline with ISO 45001
* HSE Audit & Safety Inspection Documentation and follow up
* Occupational Health & Safety Standards in Oil and Gas Sector
* Incident Prevention & Investigation.
* HSE equipment maintaining and test records update.
* Good in building professional Networking.

**ACADEMIC DETAILS**

* Specialized Technical Diploma in OIL & Gas exploitation, Algerian Petroleum Institute & Groupement BERKINE2017
* Master Degree in Risk Engineering USTO University, Oran, Algeria 2015
* University Diploma in Hazardous Environment Management USTO University, Oran, Algeria 2013
* Bachelor Degree in Mechanical Engineering, Algeria 2010

**COMPUTER PROFICIENCY**

* DataStream Training MUSIS
* MS SharePoint
* Synergi Life Software
* SANGEA Software
* MS Word
* Access Software
* MS Excel
* PowerPoint
* Outlook

**HSE TRAININGS**

* IRCA ISO:45001 V: 2018 Lead Auditor Certificate
* IRCA ISO:9001 V: 2015 Lead Auditor Certificate
* NEBOSH International General Certificate (IGC1/2)
* NEBOSH Process Safety Management Certificate
* Occupational Safety and Health Supervisor Certificate
* HAZOP Training Certificate
* Scaffolding Inspector Certificate
* IOSH Managing Safety Certificate
* SIS/SIL Safety Instrumentation System Training
* Synergi Life Administrator CAT1 Certificate
* Energy Auditor Certificate
* MUSIS DATASTREAM Attendance Certificate
* ISOS First aid Basic and Advanced Trainings
* Groupement Berkine Permit to Work Training
* 6 critical practices for leading teams Certificate
* Confined Space Entry Training
* Lockout/ Tag out (LOTO) Training
* Personal Fall Protection Training
* Safe Driving: Take Control Training
* Authorized Gas Tester (AGT) Certificate
* Chemical Handling Safety Lev1 Certificate.
* Safety matters: Personal Protective

**PERSONAL DETAILS**

Date of Birth 18th April 1992

Languages Known English, French and Arabic

Nationality Algerian

Marital Status Single

Driving License Valid Algerian four-wheel driving license

**REFERENCES**

Mr. Vincenzo MURANO

Previous HSE Manager

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**DECLARATION**

I hereby declare that above furnished information is true and up to my knowledge.

MARCH 2023

**Mounira MEGDAD**