

# MUQBIL SAAD AHMED ALBANAI

Safety Administrator Supervisor

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 Dammam , Saudi Arabia

## SUMMARY

Dedicated Loss Prevention Supervisor with a proven track record of implementing and managing comprehensive prevention programs. Adept at conducting risk assessments, developing strategic initiatives, and leading teams to mitigate internal and external threats. Possess extensive knowledge of security protocols, surveillance systems, and investigative techniques. Proven ability to collaborate with cross-functional teams, analyze data to identify trends, and implement preventive measures. Committed to maintaining a secure and compliant environment through continuous improvement and training initiatives, recognized for excellent communication skills and a results-driven approach to minimizing losses and enhancing overall operational security. Well suited for a role as Loss prevention supervisor

## KEY COMPETENCIES

- Surveillance techniques
- Risk assessment
- Security systems proficiency
- Investigative skills
- Report writing
- Legal and regulatory compliance
- Conflict resolution
- Security Audits
- Loss Prevention
- Security Management
- Risk Assessment
- Team Leadership
- Surveillance Systems
- Incident Resolution
- Training and Development
- Emergency Response Planning
- Analytical thinking
- Attention to detail
- Time management
- Crisis management
- Customer service
- Technology proficiency
- Loss analysis
- Adaptability to changing situations

## EXPERIENCE

### **Loss Prevention Supervisor | Rotana Hotel Management Corporation PJSC**

2020 \_ Present

- Formulate and execute comprehensive loss prevention policies, procedures, and initiatives to uphold the well-being of personnel, customers, and company assets.
- Direct and oversee a team of loss prevention officers, delivering expert guidance and training and conducting meticulous performance evaluations.
- Conduct systematic risk assessments and security audits regularly to discern potential vulnerabilities and devise effective strategies for risk mitigation.
- Collaborate seamlessly with cross-functional teams, including operations, human resources, and management, to establish a unified and integrated approach to loss prevention.
- Undertake thorough investigations into theft, fraud, or security breaches, meticulously documenting findings and instituting corrective actions as deemed necessary.
- Harness advanced surveillance systems and technology to diligently monitor and analyze security threats, implementing enhancements to fortify existing security measures.
- Stay abreast of industry trends, emerging technologies, and the latest best practices within loss prevention and security management.
- Cultivate a pervasive culture of security awareness and compliance among employees by implementing targeted training programs and communication initiatives.

### **Safety Administrator Supervisor | Tanami Arab Company Ltd**

Jun 2016 \_ Jun 2017

- Led and managed a team of safety administrators to implement company-wide safety policies, ensuring compliance with OSHA and other regulatory standards.
- Designed, enforced, and continuously improved safety programs to mitigate risks, enhance compliance, and uphold workplace safety standards.
- Conducted regular audits and inspections to identify hazards, provided actionable recommendations, and ensured corrective measures were implemented.
- Directed accident investigations, performed root cause analyses, and developed comprehensive reports to prevent recurrence and enhance safety protocols.
- Organized and delivered safety training programs company-wide, equipping employees with knowledge on equipment handling, emergency procedures, and hazard identification while fostering a strong safety culture.

- Facilitated effective communication between government agencies and our organization, ensuring alignment with regulatory requirements and promoting a positive public image.
- Drafted comprehensive reports and policy briefs for senior management, providing insights into legislative developments and their potential impact on our operations.
- Developed and maintained strong relationships with key government officials, stakeholders, and industry influencers to foster collaboration and advocate for the organization's interests.
- Monitored legislative and regulatory landscapes, analyzing proposed changes and advising leadership on potential implications, risks, and opportunities.
- Organized and participated in meetings, hearings, and forums to represent the organization's perspective, advocating for favorable policies and addressing concerns raised by government entities.
- Coordinated lobbying efforts, leveraging strategic partnerships and coalitions to influence policymaking while staying abreast of political dynamics to adapt advocacy strategies as needed.

**Safety Administrator Supervisor | Agzala Trading & Real Estate Investment Ltd****Jun 2014 \_ Jul 2015**

- Spearheaded safety initiatives by collaborating with management to enhance workplace safety culture and reduce incidents through strategic projects.
- Maintained up-to-date safety procedures and emergency response plans, ensuring alignment with current regulations and industry standards.
- Monitored and managed safety equipment inventory, guaranteeing the availability and functionality of PPE, first aid supplies, and other essential tools.
- Served as the primary advisor on safety-related issues, providing expert recommendations and fostering proactive communication between management and staff.
- Analyzed safety performance metrics, prepared detailed reports, and advised leadership on strategies to improve compliance and reduce workplace risks.

**Customs Trustee | Saud Bin Mohammed Al Khaldi Customs Clearance Office****Feb 2014 \_ Oct 2014**

- Oversaw the accurate and timely processing of customs documentation, ensuring compliance with relevant regulations and guidelines.
- Implemented rigorous quality control measures to scrutinize incoming and outgoing shipments, identifying discrepancies and addressing issues promptly to mitigate potential risks.
- Collaborated with internal stakeholders and external partners to facilitate smooth customs clearance processes, fostering strong working relationships and minimizing delays in the movement of goods.
- Conducted regular audits of customs procedures and documentation, identifying areas for improvement and implementing corrective actions to enhance efficiency and reduce errors.
- Stayed abreast of evolving customs laws and regulations, providing informed guidance to the organization on compliance matters and contributing to strategic decision-making for international trade operations.

**Director of Personnel | Fahad Al - Sudairy Transport Est****Oct 2011 \_ Sep 2013****Data Entry | Aluminum Industry Co. Ltd. (Alumaco)****May 2011\_ Oct 2011****Government Relations Officer | Dhahran Arab Aluminum Factory****Oct 2011 \_ Apr 2011****Safety Administrator | Arabian Security & Safety Services Co. Ltd****Oct 2010**

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**COURSES & CERTIFICATIONS**

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- Project Management Professional (PMP)® Certificate | Engineering Tracks | 2023
- Diploma in Management and Leadership Supervisory skills and team
- Public Relations Department Course
- Occupational safety and health according to OSHA standards Certificate in Medic First Aid And Cpr Basic Plus Ver.7.0
- Certificate in Import Declaration Submission Service Driving license for public works vehicles
- Course in leadership Writing reports and administrative letters Modern
- Smart management and job performance development Personnel Course

- Certificate in Introduction to Basic Fire Safety Level
- TUV Safety License
- Certificate in Customs Work For Customs Brokers Course
- Management and Administrative development HR Specialist Skills Course
- Course in Management Technology

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## EDUCATION

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**NEBOSH IGC** | Special Technical Training Company | 2023

**High School** | Saeed Bin Jubair School | 2015

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## LANGUAGES

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- Arabic
- English