El Adjrami Ahmed

Geology Engineer | HSE Officer | PTW Coordinator

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• Professional Summary

Master's degree holder in Geology with 3 years of experience in HSE Prevention within the Oil & Gas sector, including PTW coordination, risk assessment, and shutdown/CPF operations. Combines strong geological analytical skills with practical field experience in safety supervision, hazard identification, and compliance monitoring. Proficient in technical and digital tools such as MS Office (Word, Excel, PowerPoint), data reporting software, GIS/Mapping tools (ArcGIS, QGIS), and HSE management systems. Recognized for precision, problem-solving, and the ability to work effectively with multidisciplinary teams to ensure safe and efficient project execution.

• Professional Experiences:

HSE Officer - PTW Coordinator | Timimoun Group - Sonatrach/Total/Cepsa, Hassi Barouda • CPF, Timimoun, Algeria
August 2022 – February 2025

- Manage the Permit to Work System.
- Review Job Safety Analyses (JSA) / Risk Assessments to ensure hazards are identified and adequate control measures are implemented.
- Communicate with operations, maintenance, and HSE teams to validate job scopes and ensure permits align with site conditions.
- Ensure Isolation & Lockout/Tagout Compliance.
- Conduct regular field inspections to ensure work is carried out according to permit conditions and safety requirements.
- Monitor Simultaneous Operations (SIMOPS).
- Permit Tracking & Documentation.
- Safety Communication.
- Compliance & Reporting.
- Training & Guidance.
- Provided HSE support and oversight for Central Processing Facility (CPF) operations at offsite well locations.
- Conduct regular workplace inspections, audits, and risk assessments to identify hazards and propose corrective actions.
- Investigate accidents, incidents, and near-misses; prepare detailed reports and recommend preventive measures.
- Train and raise awareness among employees and subcontractors regarding safety procedures, risk prevention, and emergency response.

- Collaborate with management and technical teams to integrate safety into all operational activities.
- Ensure proper use of PPE, tools, and equipment; verify the compliance of work areas before the start of operations.
- Participate in safety meetings, toolbox talks, and coordination sessions with contractors.
- Maintain documentation and records related to safety inspections, incidents, and regulatory compliance.
- Promote a culture of prevention and continuous improvement within the organization.

• • CPF Shutdown Operations 2024:

- Participate in shutdown planning meetings and daily coordination sessions.
- Actively contributed to the planning and preparation phase of a major three-year CPF shutdown project.
- Managed the issuance of all necessary work permits for both pre-shutdown and shutdown phases of the CPF project.
- Supported and oversaw HSE aspects during the execution of the three-year CPF shutdown
- Ensure all permits are properly documented, archived, and auditable according to shutdown procedures.
- Promote a strong safety culture by advising teams on best practices, preventive measures, and proper PTW system use.

• • Transport & Logistics Coordinator | BELMAHI BTL, Timimoun, Algeria
February –October 2017.

- Coordinated and communicated effectively with shipping companies, suppliers, and clients to streamline pickups and deliveries.
- Plan, organize, and coordinate daily transportation activities to ensure timely and efficient movement of materials, equipment, and personnel.
- Manage logistics operations, including shipment scheduling, route planning, fleet allocation, and load optimization.
- Supervise loading/unloading operations and ensure compliance with safety, handling, and documentation requirements.
- Coordinate with suppliers, drivers, contractors, and internal departments to ensure smooth logistics operations and resolve any transport-related issues.
- Monitor vehicle availability, fuel consumption, maintenance schedules, and driver performance.
- Prepare and maintain transport documents (delivery notes, material transfer forms, customs documents, trip reports).
- Ensure compliance with company policies, industry regulations, and legal transport requirements.
- Track shipments, maintain inventory records, and ensure proper material reception and dispatch.
- Manage warehouse logistics: stock control, storage allocation, and materials movement tracking.

• • **Cartography Lab Assistant** | Abou Bakr Belkaid University, Tlemcen, Algeria
September – December 2016.

- Conducted and supervised GIS and cartography lab sessions, training students on QGIS/ArcGIS.
- Evaluated students' practical mapping projects and analyses, providing constructive feedback.
- Collect, organize, and verify geospatial data from various sources (GPS, satellite imagery, survey data, field notes).
- Support the preparation of thematic maps, topographic maps, and digital layers for research, academic projects, or operational needs.
- Operate lab equipment (plotters, scanners, printers) and manage map printing, reproduction, and archiving.
- Assist students, researchers, or staff in using GIS tools and lab resources.
- Contribute to the development of cartographic layouts, legends, and symbology following cartographic standards.
- Maintain organized records of datasets, map outputs, and project files for easy retrieval.

• Education:

• • **Professional Master's Degree in Geology** – Specialization: Georesources
Abou Bakr Belkaid University, Tlemcen, Algeria | September 2014 – July 2016.

- [Professional Master's Thesis] https://bibfac.univtlemcen.dz/snvstu/opac_css/index.php?lvlauthor_see&id7421

• • **Professional Internship** | Aggregate Quarry, SARL ISSAADI, Naâma, Algeria | March 2016.

- Conducted a geological and petrophysical study of deposit, including physico chemical analyses of aggregates.
- Evaluated quality and exploitable reserves of the quarry using topographic data (TOPOCAD) and quantitative calculations.

• • **Bachelor's Degree in Geology** – Specialization: Geosciences and Useful Substances
Abou Bakr Belkaid University, Tlemcen, Algeria | September 2011 – June 2014.

• Certifications:

- **Diploma in Human resources** | Alison CPD online courses | 2025.
- **Finance and Accounting** | IBMI International Business Management Institute, Berlin, Germany | April 2025.
- **Certificate of Achievement, Fundamentals of Digital Marketing****|Google| April.

• • **Certified by Alison CPD** 2025:

- Safe Practices for Working at Height.
- Confined Space Safety.
- Mastering AutoCAD.
- Computer Maintenance and PC Building.
- Automotive Starting System Diagnosis.

• • **Course Completion Certificates by HP** 2025:

- Customer Relationship Management (CRM).
- Social Media Marketing.
- Data Science and Analytics.
- Introduction to Cybersecurity Awareness.
- AI for Beginners.

• • **First Aid Certificate** | El Nadjah Formation Institute, Annaba, Algeria | 2020.
• • **Professional HSE Supervisor Training Certificate** | El Nadjah Formation Institute, Annaba, Algeria | January 2019 – July 2019.
• • **English Language Level Certificate** | Intensive Language Center, Tlemcen, Algeria | September 2014 – June 2015.

• Technical Skills:

- Computer Maintenance & Troubleshooting.
- GIS & Cartography (QGIS, ArcGIS, MapInfo).
- AutoCAD.
- ENVI Software.
- Corel Draw.
- Surfer Software.
- Microsoft Office Suite (Word, Excel, PowerPoint).
- HSE Standards & Procedures ISO 45001 & OHSAS 18001.
- Risk Assessment & Mitigation.
- Incident Investigation & Reporting.
- Work Permit Systems Management.
- Safety Audits & Inspection.
- Inventory management and warehouse operations.
- Logistics coordination and supply chain support

• Core Competencies:

- Leadership & Team Management
- Creativity & Problem Solving
- Reporting & Documentation
- Project Management
- Critical Thinking & Decision Making
- Teamwork & Communication

- **Other:**
  - Class B Driver's License
  - International Mobility

- **Languages:**

  - Arabic: Native
  - French: Fluent
  - English: Intermediate