

Mihan Ghali Al Khaldi

📍 Saudi Arabia – Khobar ✉️ mihan.alkhaldi@hotmail.com ☎️ +966500235757 🔗 linkedin.com/in/mihan-alkhaldi-2b385615b

SUMMARY

Accomplished HSE Specialist with 6+ years of experience driving safety excellence, risk reduction, and compliance at Schlumberger's flagship facilities. NEBOSH-certified, ISO 9001 Internal Auditor, and expert in SAP and QHSE documentation systems. Recognized for leading initiatives that cut incident rates by 25% and strengthened operational performance.

EXPERIENCE

HSE Specialist

Schlumberger (SLB)

November 2022 - Present, Dammam, Saudi Arabia

- Conduct regular site inspections, audits, and risk assessments across workshops, identifying hazards and implementing corrective actions to enhance workplace safety.
- Organize and lead monthly HSE forums, recognition programs, and awareness campaigns, promoting a high-engagement safety culture across operations.
- Develop and deliver customized HSE training programs for MCRE and SET teams in collaboration with third-party providers, ensuring regulatory and internal compliance.
- Manage SAP SC/PO processes to align procurement activities with HSE protocols, contractual requirements, and operational standards.
- Track key HSE KPIs and prepare executive-level performance reports using SAP and QHSE documentation systems, supporting data-driven decision-making.
- Lead environmental compliance monitoring activities, ensuring full adherence to ISO 14001 standards and Saudi regulatory requirements.
- Execute the CRE inspection plan, achieving 100% regulatory compliance and driving measurable environmental risk reductions across the site.

Receptionist

Schlumberger (SLB)

December 2018 - November 2022, Dammam, Saudi Arabia

- Served as the first point of contact for a 500-employee facility, managing reception operations with a strong focus on professionalism and efficiency.
- Coordinated visitor management, appointment scheduling, and internal communications, enhancing front-desk operational workflows.
- Maintained office documentation, correspondence, and filing systems using Microsoft Office Suite, improving record-keeping and retrieval processes.

Assistant Reservation & Sales Agent

Dnata

July 2018 - November 2018, Dhahran, Saudi Arabia

- Executed high-volume ticket processing, booking 100+ domestic and international flights daily through advanced online systems and company-specific coding tools.
- Leveraged internal booking frameworks to optimize travel reservations, enhancing operational efficiency and ensuring booking accuracy.
- Implemented analytics tools for tracking travel expense trends, leading to an 8% cost reduction and enhanced compliance with internal travel policies.
- Collaborated closely with airlines, service providers, and internal teams to secure confirmations, address booking adjustments, and resolve any travel-related challenges.
- Maintained comprehensive and accurate travel records to support auditing processes, reporting requirements, and performance tracking.
- Executed travel reservation processes within SLA timelines, achieving 100% on-time booking fulfillment utilizing CRM software.

Corporate Trainee

Dnata

April 2018 - June 2018, Dhahran, Saudi Arabia

- Booked 100+ domestic and international flight tickets daily through online reservation systems and coding-based booking platforms.
- Utilized internal booking codes to automate and expedite corporate ticketing processes, ensuring efficiency and accuracy.
- Handled corporate travel bookings, strictly following company travel policies and budget guidelines.
- Resolved booking issues by collaborating with corporate departments, maintaining SLA compliance.
- Maintained accurate traveler records and booking documentation for internal reporting and audit requirements.
- Achieved 100% SLA compliance through timely completion of booking procedures, ensuring operational efficiency and high-quality client satisfaction.

Utilities & Maintenance Intern

Ministry of National Guard Health Affairs (MNGHA)

January 2018 - March 2018, Dhahran, Saudi Arabia

- Assisted in preventive maintenance tasks and facility safety inspections for hospital utilities.
- Utilized maintenance management software to systematically update records, ensuring data accuracy and supporting compliance documentation for health, safety, and environmental protocols.
- Monitored utility consumption trends across the healthcare facility, compiling detailed reports that led to a 15% reduction in energy usage through strategic implementation of energy-efficient solutions.

EDUCATION

Diploma in Small Business Administration and Management

International Technical Female College • Khobar

CERTIFICATIONS

ISO 9001 Internal Auditor

Nov 2024

Operator License (IPAF)

Nov 2024

H2S Certification

Oct 2024

NEBOSH International General Certificate in Occupational Health and Safety (IGC)

Jul 2024

Investigation of Accidents and Work-Related Injuries

May 2024

Handling and Assessing Hazardous Chemicals (COSHH – HSE)

Mar 2024

Inspection, Maintenance & Testing of Fire Protection Systems

Mar 2024

ISO 45001 Specialist Skills Development

Jul 2023

Fundamentals of Occupational Safety

Jun 2023

Occupational Safety & Health (OSHA Standards)

Jun 2023

Risk Management

Jun 2023

ESOL International Key & Preliminary

Jun 2016

SKILLS

- Risk Assessments and Hazard Identification
- Incident Investigation and Root Cause Analysis
- Environmental Compliance (ISO 14001)
- Occupational Safety Standards (ISO 45001, OSHA)
- Emergency Response Planning and Coordination
- HSE Training Development and Delivery
- Compliance Auditing and Regulatory Reporting
- Safety Culture Engagement and Awareness Campaigns
- SAP (SC/PO Procurement and Reporting)
- QHSE Documentation Systems (Performance Tracking, KPI Dashboards)
- OSS Reporting System
- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Cross-Functional Collaboration
- Leadership in Safety Initiatives
- Communication and Presentation Skills
- Continuous Improvement Mindset
- Arabic, English