

CURRICULUM VITAE - MELISSA-KATE ASHWELL

PERSONAL DETAILS

Name: Melissa-Kate Ashwell-Meijer
Address: Motorcity, Dubai, UAE
Postal Address: PO BOX 18220, Jebel Ali Free Zone, Dubai
Date of Birth: 15 August 1970
Nationality: British
Marital Status: Married
Driving Licence: Full, clean car licence - UK/UAE
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PROFILE

Chartered EHS and Quality professional with 17 years experience in commercial, residential and industrial sites, in particular health care, education, office complexes, sea ports, residential communities and shopping malls. A chartered professional member of IOSH UK, SIA OZ and CSSE and ASSE, USA.

KEY ACCOMPLISHMENTS

Implemented ISO 9001, 14001 and 18001 into multi site and multi disciplined company. ISO standard third party certification specialist. Control of systems. IRQA lead auditor/ EFQM auditor

International experience, specialities include in all aspects of construction, refurbishment, office planning and ergonomics, facilities management including historic buildings and green buildings with BSM, transportation, call centre management, industrial, residential and commercial

Succession Planning and department development

Profit training centre as CIEH qualified trainer for health and safety, fire safety, environment, food safety, train the trainer - Level 1-4 training. Internationally recognised training.

WORK HISTORY

Imdaad LLC (Dubai World)
1 June 2007 to present
Dubai, United Arab Emirates

Group EHS & Quality Manager -INTEGRATED FM SOLUTIONS for A Dubai World Company covering all aspects of health, safety, welfare and Environment for the following divisions - environment (waste management, pest control, STP), consultancy, operations, projects, welfare, power solutions, training, CRC and transportation.

Main Duties Include:

- o Plan, organise, direct, control and evaluate the operation of the EHS, Quality, CSR, Training and Transportation departments including requirements of other operational department, projects and consultancy
- o Co-ordinate and conduct company Internal and External training activities for EHS, Quality, CSR, Training and Transportation
- o Develop and implement company policies and procedures for EHS, Quality, CSR, Training and Transportation; control and monitor all company policies and procedures in accordance with ISO 9001, ISO 14001 and OSHAS 18001
- o Plan, organise, direct, control and evaluate employee development, language training and EHS, Quality, CSR, Training and Transportation programmes
- o Advise and assist other Managers on the interpretation and administration of EHS, Quality, CSR, Training and Transportation policies and procedures.

- o Organise, direct, control and evaluate corporate social responsibility, employee induction programme, medical provision and SRS scheme.
- o Plan, organise, direct, control and evaluate the company's quality management programme and ensure compliance with international standards and local legislation
- o Analyse and provide advice and statistical information on managerial methods and quality system; conduct and control auditing and research to determine efficiency and effectiveness of policies and procedures
- o Propose improvements to methods, operations, systems and procedures in EHS, Quality, CSR, Training and Transportation
- o Crisis Management and Disaster recovery for operational activities
- o Plan, organise, direct, control and evaluate re-organisation of operations, internal fit-outs and office planning including workstation ergonomics
- o HR Management of EHS, Quality, CSR, Training, Catering and Transportation
- o Internal and External Auditing to ISO 9001, ISO 14001, OSHAS 18001 and EFQM

Serco Gulf LLC.
 6 June 2002 to 31 May 2007
 Dubai, United Arab Emirates

EHS & Quality Manager
 SEA PORTS, COMMERCIAL, INDUSTRIAL, RESIDENTIAL, RETAIL, CONSTRUCTION, CATERING

Serco Services
 12 April 1999 to 6 June 2002
 Leicester, England

Health, Safety, Quality & Environmental Manager
 HEALTH CARE, EDUCATION, CATERING, MULTI DISCIPLINED SITES, CONSTRUCTION, CATERING

Serco Facilities Management
 31 August 1998 to 29 February 1999
 BP Amoco Exploration, Aberdeen, Scotland

Health and Safety Manager
 OIL & GAS EXPLORATION, MULTI DISCIPLINED OFFICE COMPLEX

North of Scotland Water Authority, Scotland
 9 September 1996 to 28 August 1998
 North East Scotland and Shetland

Health and Safety Advisor
 UTILITY COMPANY, MULTI DISCIPLINED OFFICE COMPLEX, CONSTRUCTION, CATERING

Worldwide Oilfield Machine UK Limited
 4 April 1995 to 30 August 1996
 Aberdeen, Scotland

Health and Safety Officer
 MANUFACTURING, OFFICE COMPLEX, INDUSTRIAL, CATERING

EDUCATION DEGREE/DIPLOMA

MSC in Occupational Health, Safety & Environmental Studies Sept 2009 to present
 University of Bath and Loughborough, England, UK

Bachelor of Science in Environmental Studies
 June 2001 to June 2003
 Buxton University, England, UK

Diploma in Occupational Safety Management/Occupational Safety and Health

Sept 1999 to Sept 2000
British Safety Council, London, UK / NEBOSH, UK

Bachelor of Business Administration in Business Management

June 1996 to June 1999
Buxton University, England, UK

Diploma in Language Studies - French

June 1993 to June 1996
ICS, Glasgow, Scotland, UK

Bachelor of Arts (HONS) in Public Administration

Sept 1987 to September 1991
Robert Gordon's University, Aberdeen, UK

OTHER COURSES

AUDITING	OSHAS 18001 External Lead Auditor ISO 14001 External Lead Auditor ISO 9001 External Lead Auditor
TEACHING/ EDUCATION	Presenting Information to an Audience Certificate in Teaching English as a Foreign Language Certificate in TEFL with business C & G Adult - Further Education Certificate Stage 2 CIEH professional Trainer
GENERAL SAFETY	PUWER Regulations CDM Regulations Asbestos Awareness Fire Safety Training Total Loss Control Communicating the Safety Message HSE 4 Day First Aid Course Safety Representatives Fire Warden Training Move smart Training Safe Entry Confined Spaces Use of Drager Breathing Apparatus Use of Drager S.A.V.E.R. Escape Sets Health and Safety Awareness Manual Handling -Trainer Training Occupational Health and Hygiene Construction (Health, Safety & Welfare) Regulations NEBOSH Certificate Occupational Safety and Health
COUNSELLING ENVIRONMENT	Basic Counselling Skills Certificate in Environmental Management - IEMA COSHH Assessor Course NONS, CHIP11 and COSHH Dangerous Goods Driver Training for Vehicles <3.5 tonnes COSHH and Risk Assessment Course
FOOD SAFETY	CIEH Level 4 Advanced Food Hygiene Certificate CIEH Level 3 HACCP

AWARDS AND COMMUNITY SERVICE

- Aberdeen University Royal Naval Reserve - Officer Training (Oct 1989 to July 1992)
- Serco Group Community Service Award 2004 - presented for teaching English Language (TESL) and safety awareness courses
- Best training and learning Initiative 2009 winner - FM awards, GCC
- GCC Best FM Company 2010 winner - FM awards GCC

PROFESSIONAL BODIES

