

# TUNA RAY

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Kendur, Purba Bardhaman, West Bengal, 713427



## Objective

A proficient Environment, Health, and Safety (EHS) Engineer with 2.6 years of experience in managing large-scale infrastructure projects funded by international organizations. Specialized in Environmental Impact Assessments (EIA), safety management, regulatory compliance, and sustainable development practices. Adept at implementing eco-friendly solutions and promoting environmental sustainability across project lifecycles. Eager to contribute my expertise to organizations committed to sustainable growth and innovative environmental practices.

## Professional Experience

### **Assistant Admin Officer**

*Nature Environment and Wildlife Society (NEWS)*

**March 2025 – Present**

- Ensured smooth day-to-day office operations, including record maintenance and coordination of administrative tasks.
- Managed office supplies, inventory, and optimized workspace efficiency.
- Oversaw office assets to ensure proper tracking, maintenance, and allocation.
- Assisted in maintaining employee records, managing leave documentation, and supporting HR file management.
- Supported employee onboarding and exit formalities.
- Helped ensure compliance with HR policies and procedures.
- Handled procurement of office supplies, vendor management, and service contracts.
- Coordinated with the HR Manager for timely maintenance and processing of purchase orders and invoices.
- Maintained well-organized filing systems for administrative and HR documents for efficient access.
- Assisted in organizing internal meetings, workshops, and field visits.
- Managed travel and accommodation arrangements for staff and visitors.
- Ensured compliance with organizational policies and HR regulations.
- Supported documentation for internal audits and compliance tracking.
- Prepared training materials, manuals, and relevant documentation for capacity-building programs.
- Provided logistical support during training sessions, including attendance tracking and material distribution.
- Maintained updated records of training sessions and revised learning content as needed.
- Provided administrative support to the HR Manager and other departments.
- Handled additional administrative tasks and responsibilities as assigned.

## **Environment Health and Safety Engineer (EHS)**

*Meghdoot Ghosh Construction/West Bengal Major Irrigation and Flood Management Project (WBMIFMP), funded by The World Bank & AIIB*

**July 2024 – February, 2025**

- Ensured compliance with World Bank EHS Guidelines, Environmental Management Plans (EMP), and Irrigation & Waterways Directorate (I&WD) standards.
- Developed and implemented EHS management plans to address project-specific environmental, health, and safety risks.
- Supervised waste management, effluent discharge, and pollution control measures in line with regulatory standards.
- Conducted environmental monitoring (air, water, noise, and soil) to ensure regulatory compliance.
- Coordinated with NABL-accredited laboratories for baseline and periodic environmental testing, and submitted compliance reports to relevant authorities.
- Supported sustainability initiatives focused on resource efficiency and ecosystem protection.
- Conducted regular safety audits, inspections, and risk assessments to identify hazards and ensure compliance with EHS regulations.
- Performed Hazard Identification and Risk Assessment (HIRA), particularly for high-risk activities such as working at heights and in confined spaces.
- Developed and implemented Site-Specific Safety Plans (SSSP), Standard Operating Procedures (SOPs), and emergency response protocols.
- Investigated incidents, accidents, near-misses, and unsafe acts; prepared detailed reports with Root Cause Analysis (RCA) and implemented corrective actions.
- Delivered comprehensive EHS training programs, including toolbox talks, fire drills, and first aid sessions to foster a strong safety culture.
- Maintained detailed training records and evaluated program effectiveness through post-training assessments and safety performance reviews.
- Conducted health awareness programs and monitored workplace conditions to prevent occupational hazards.
- Established and maintained first aid systems, ensuring the availability of trained personnel and medical supplies on-site.
- Implemented fire safety plans, maintained fire extinguishers and detection systems, and conducted regular fire drills to ensure readiness.
- Prepared and submitted EHS and environmental reports to internal and external stakeholders.
- Prepared MIS reports and safety dashboards to track EHS metrics, incidents, and compliance levels for management and stakeholder review.
- Reviewed and updated EHS policies and procedures to align with industry best practices and improve overall safety performance.
- Documented and reported unsafe acts, unsafe conditions, and near-miss incidents, implementing proactive mitigation measures.
- Prepared emergency response plans and evacuation procedures to improve incident response efficiency.
- Enforced compliance with safety protocols, including PPE usage, work permits, and hazard control measures, significantly reducing workplace incidents.
- Investigated safety incidents and implemented corrective actions to prevent recurrence.
- Conducted site inspections and audits to ensure health, safety, and environmental compliance.
- Prepared incident reports and maintained records for regulatory documentation and internal use.
- Maintained World Bank documentation, including Monthly Progress Reports (MPR), Waste Management Reports, Labour Details, and other regulatory compliance documents.

**Sustainability Executive**  
*Consultants & Solutions Inc.*  
**March 2024 – July 2024**

- Developed and implemented sustainability strategies to ensure compliance and reduce carbon footprints.
- Conducted research on sustainable practices, providing actionable insights for continuous improvement.
- Ensured compliance with BRSR (Business Responsibility and Sustainability Reporting), TCFD (Task Force on Climate-related Financial Disclosures), and CDP (Carbon Disclosure Project) frameworks through ESG data analysis and reporting.
- Prepared sustainability reports aligned with global standards to enhance transparency and accountability.
- Calculated CO<sub>2e</sub> emissions (Scope 1, 2, and 3) using the GHG Protocol and implemented reduction strategies.
- Designed and integrated ESG principles into business processes, promoting resource efficiency and sustainability.
- Collaborated on adopting green technologies, renewable energy solutions, and circular economy practices.
- Prepared reports and presentations for stakeholders, highlighting performance metrics and sustainability achievements.
- Engaged with regulatory bodies and industry groups to promote sustainability best practices.

**Environment Health and Safety Engineer (EHS)**  
*SGCKEJV/West Bengal Major Irrigation and Flood Management Project (WBMIFMP), funded by The World Bank & AIIB*  
**January 2023 – March 2024**

- Ensured compliance with World Bank EHS Guidelines, EMP, and I&WD standards.
- Managed environmental, health, and safety protocols for canal improvement projects, ensuring compliance with local and international regulations.
- Conducted Environmental Impact Assessments (EIA) and developed mitigation strategies to minimize environmental risks during construction.
- Implemented waste management, pollution control, and water conservation practices to safeguard ecosystems and local communities.
- Trained workers and monitored safety standards through audits and safety protocols.
- Collaborated with project managers, authorities, and stakeholders to ensure regulatory compliance and project sustainability.
- Monitored and reported on environmental performance, occupational safety metrics, and regulatory compliance throughout the project lifecycle.
- Coordinated with NABL-accredited labs for baseline and periodic environmental testing, submitting compliance reports to authorities.
- Maintained World Bank documentation, including MPR (Monthly Progress Reports), Waste Management Reports, Labour Details, and other regulatory compliance documents.

## Educational Background

### **Master of Science (M.Sc.) in Environmental Science**

*Rani Rashmoni Green University, Hooghly*

**Year:** | 2022 **Percentage:** 79.10%

### **Bachelor of Science (B.Sc.) in Environmental Science**

*The University of Burdwan*

**Year:** | 2020 **Percentage:** 70.00%

### **Higher Secondary Education**

*West Bengal Board of Higher Secondary Education*

**Year:** | 2017 **Percentage:** 61.20%

### **Madhyamik (Secondary Education)**

*West Bengal Board of Secondary Education*

**Year:** | 2015 **Percentage:** 68.57

## Key Projects

- M.Sc. Dissertation: "*Studies on Physicochemical Parameters to Assess the Water Quality of Two Water Bodies at East Burdwan*" (2022).
- **Review on Methanol in India:** Analyzed the economic and environmental significance of methanol in India.
- **Environmental Impact Study:** Evaluated the effects of chemical insect repellents on human health.
- **Local Biodiversity Report:** Prepared an environmental status report on local biodiversity in Kendur, Purba Bardhaman.
- Conducted quantitative analysis of zooplankton populations and performed physicochemical characterization of soil parameters.

## Core Competencies

- **EIA:** Mitigating environmental risks.
- **Safety Audits & Risk Management:** Conducting audits and managing risks.
- **Regulatory Compliance:** Ensuring adherence to standards.
- **Waste & Pollution Control:** Managing waste and pollution.
- **Safety Training:** Delivering training and ensuring compliance.
- **Sustainability:** Promoting sustainable practices.
- **Report Writing & Analysis:** Preparing and analyzing reports.
- **Environmental Monitoring:** Ensuring compliance with standards.
- **EHS Management:** Implementing EHS plans.
- **Sustainability Strategy:** Reducing carbon footprints.
- **ESG Compliance:** Expertise in BRSR, TCFD, CDP.
- **Carbon Emissions Management:** Reducing CO<sub>2e</sub> emissions.
- **Regulatory Reporting:** Preparing reports for stakeholders.
- **Stakeholder Engagement:** Engaging stakeholders.
- **Project Collaboration:** Integrating EHS and ESG into projects.
- **Sustainable Resource Management:** Supporting green tech and renewable energy.

## Technical Skills

- **Software:** Microsoft Office Suite (Word, Excel, PowerPoint)
- **Instruments:** Spectrophotometer, pH meter, BOD Incubator, Hot Air Oven, Conductivity Meter, Turbidity Meter, Noise Level Meter, Hot Plate, Water Bath, Autoclave, Microscope, Muffle Furnace, Flame Photometer, Analytical Balance, Stirrer, AAS (Atomic Absorption Spectrophotometer), Colorimeter, and others.

## Languages

English  
Bengali  
Hindi

## Personal Details

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|--------------------------|--|
| <b>Father's Name</b>     | Tanmay Ray   |
| <b>Mother's Name</b>     | Nancy Ray  |
| <b>Date of Birth</b>     | 08.12.1999   |
| <b>Sex</b>               | Female   |
| <b>Religion</b>          | Hinduism   |
| <b>Marital Status</b>    | Single   |
| <b>Category</b>          | General  |
| <b>Nationality</b>       | Indian   |
| <b>Permanent Address</b> | Village: Kendur<br>Post- Kendur<br>District: Purba Bardhaman<br>Police station:Khandaghosh,<br>PIN: 713427.  |
| <b>Current Address</b>   | Village: Kendur<br>Post- Kendur<br>District: Purba Bardhaman<br>Police station: Khandaghosh,<br>PIN: 713427. |

## References

- **Dr. Santanu Chakrabarty**  
*Principal, Singur Government Degree College*  
**Contact:** +91-9433171054
- **Dr. Swati Chakraborty**  
*Environmental Scientist*  
**Contact:** +91-9830787714
- **Dr. Subhankar Mukherjee**  
*Assistant Professor, Singur Government Degree College*  
**Contact:** +91-9088607612

**Declaration**

I hereby declare that all the information provided is true to the best of my knowledge and belief.

**Date:** 08.07.2025

*Suna Ray*  
**Signature**

