

A qualified in Information Management, energetic, meticulous and efficient Security Officer with a track record of safeguarding clientele's property and assets against acts of vandalism, abductions, theft and fire. Able uphold good order on sites whilst working within an organization procedural guidelines and also ensuring a high quality of service; consistently maintained with optimum efficiency especially in domain of human resource management. Currently looking for a challenging opportunity with a reputable employer, who rewards hard work and appreciates ability and loyalty.

Key Skill set

- * Security and Information Management * Risk Assessments * Time Management * Employee Engagement
- * Team building – Leadership * Operations and Administration * Conflict Resolution

Professional Experience and Significant Achievements

▪ **Military Hospital**

▪ **CHIEF SECURITY OFFICER**

October 2014 – October 2017

- Main point of contact especially in the event of any emergency or security incidents.
- Conducted and coordinated security umbrella for the Surgeon General International Conference in years 2016 and 2017 and arranged foolproof security for the visiting Foreign Delegates and inland High Ranking Doctors / Professors.
- **Responsibilities / Achievements:**
 - Possessed civil experience of security services in the capacity of executive position.
 - Experience of collaborating with Senior Management to conduct strategic security planning.
 - Possessed broad knowledge of human resources.
 - Experience and capacity of identifying deficiencies / lapses in the security aspects and corrective measures thereon.
 - Possesses capability of conducting vulnerability study of security arrangements.
 - Ensure hospital's security function to add value and give a competitive advantage and create a safe and comfortable working environment for employees and visitors.
 - Forge strong and secure connections between Departments
 - Focus on the priority of security needs and ensure implementation based on financial constraints and directives
 - Strong coordination with local, state and federal law enforcement and security agencies.
 - Plan a security policy consistent with the strategy of the security organization in the area.
 - Enhance and improve physical security and, increasingly, IT security in current security threat.
 - Pro-actively ensure the protection of merchandise, property and assets.
 - Respond to emergency situations as they arise.
 - Incident reporting to management with analysis and recommendations.
 - Monthly security intelligence written reports.
 - Arrange the escort of large amounts of money around the site.
 - Supervise the monitoring CCTV cameras and other recording systems.
 - Undertake investigations into reports of offences collecting statements and evidence in reported allegations.

▪ **Information Management**

Jan 2000– October 2014

▪ **INTELLIGENCE OFFICER**

- Performed various intelligence and security assignments in Pakistan Army at different locations covering various domains namely as below
 - Operations

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- Military installations
- Elections
- Major country level events
- Natural calamities like earth quake and floods
- Terror attacks

- **Pakistan Army**

Oct 1997 – Dec 2000

- **COMMUNICATION OFFICER**

- Performed operations and administrative duties as below
 - As **Operations Officer**, supervised the organization functions and procedures of the setup and led a 65 member team. Carried out various operational staff work in alliance with different Government agencies and Private companies.
 - Monitored working of **Rescue 15** in Karachi to ensure selection of proficient police staff, their situational training and prompt reaction to emergencies.
 - As **Officer In-charge Communication Hub**, undertook a wide range of assignments including review of current operating systems, developing strategic plans coupled with conducting operational analyses to facilitate management in decision making.
 - Developed a **Business Continuity** and **Disaster Recovery** plan for the Communication Hub for alternate measures of operational communication support to the users in emergencies.
 - Developed and implemented a comprehensive **Induction Plan** for the newly joined officers aimed to develop a sense of belonging and ownership.
 - As the **Team Leader**, won the coveted 3rd Best Battalion award in training / management out of 54 Battalions from all over Pakistan: a historic first since its establishment in 1947.
 - As **Training Instructor** at NUST University, prepared and implemented a training program for trainees in 1998. The trainees of the institution secured leading positions for the first time in 5 years in 1999 and the next 9 batches maintained the same. The program was part of the curriculum for a decade.
 - As a **Training Officer** executed the intensive training cycles for consecutive three years thereby ensuring quality training and post training performances.
 - Developed a **skills inventory database** to determine the skill portfolio present in the Battalion HQs to provide the basis of internal transfers, promotions and job rotations etc.

➤ **COMPUTER / TECHNICAL SKILLS**

- Computer literate, able to use MS Office and also visitor management systems.
- Experience of monitoring and controlling security equipment.

➤ **PROFESSIONAL AND ACADEMIC QUALIFICATIONS**

- Bachelor of Science
- **Information Management Courses** Done professional courses in Security & Information Management Staff Course
- **Technical Courses** Technical Intelligence Course / Computer Courses
 - **Others.** Lead Auditor Courses qualified from DAS Institute of Professional Studies & Knowledge / IRCA-UK Registered
 - **ISO 9001, ISO 19011 & QMS 9001:2015 certification**
 - **Occupational Health and Safety OHSAS 18001 certification**