

# NADEEM ARSHAD

Administration , Management , Security Services  
, Planning & Development , Customer Services  
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## PROFILE

Experienced law enforcement professional with over 17 years of dedicated service in the government sector, having held the esteemed position of Sub-Inspector (Traffic Warden ) in the Police force. Proven expertise in ensuring public safety, upholding law and order, and effectively managing complex situations. Adept at team leadership, problem-solving, and strategic decision-making in high-pressure environments. Possesses exceptional communication skills, both written and verbal, with a strong command of the English language. Seeking to leverage my extensive experience and leadership acumen into a challenging overseas role in management and administration, contributing to organizational growth and success with a commitment to excellence and innovation.

## EMPLOYMENT HISTORY

### **Traffic Warden ( BPS - 14 ), City Traffic Police Lahore ( Punjab Police ), Lahore, Punjab**

JULY 2006 – PRESENT

#### **Traffic Management and Law Enforcement Specialist:**

City Traffic Police Lahore, Punjab Police

- Successfully completed rigorous Basic Police Training and specialized Traffic Police Course at esteemed institutions, demonstrating a commitment to professional development.
- Embarked on my career journey as a Traffic Warden in 2006, swiftly advancing while honing my skills, accumulating valuable experience, expanding my knowledge, and deepening my commitment to my responsibilities.
- Integral role in various Driving License Issuance offices, ensuring streamlined processes and adherence to regulations.
- Proficiently handle complex traffic management challenges, leveraging expertise to address issues efficiently.
- Served in Security Division's Operations Wing, handling sensitive matters related to security and law enforcement.
- Faced and managed diverse security concerns, showcasing a firm grasp of counter-terrorism strategies and law enforcement tactics.
- Exceptional communication skills honed in high-pressure scenarios, effectively diffusing tense situations.
- Consistently meet time-sensitive targets, displaying strong time management and goal-oriented approach.
- Adept team leader, skillfully guiding teams toward achievement of objectives.
- Thrive under pressure, maintaining composure and control in challenging circumstances.
- Flexibility and adaptability shine in managing confrontational situations, displaying resilience and professionalism.
- Managed and de-escalated violent protests, showcasing sound judgment and quick decision-making.
- Proficiently handled court matters related to traffic violations, upholding legal standards.
- Orchestrated security arrangements for VIP venues, ensuring safety of high-profile individuals.
- Exceptional driving skills, certified as a Heavy Transport Vehicle (HTV) driver, with extensive experience operating various vehicles.

- Skilled negotiator, effectively employing persuasion and logical reasoning.
- Managed security for foreign delegations in volatile areas, showcasing diplomacy and tactical prowess.
- Thrive in high-pressure environments, consistently achieving set targets.
- Dedication to excellent customer service and public relations, maintaining a friendly and approachable demeanor.
- Proven track record of working beyond standard hours to ensure completion of tasks.
- Keen observation skills aid in understanding and adapting to dynamic situations.
- Distinguished by a communication style that is both softly spoken and diplomatically adept.

EDUCATION

Graduation, University of Punjab, Lahore, Punjab

OCTOBER 2002 – AUGUST 2004

SKILLS

Leadership and Team Management

Communication and Negotiation

Decision-making and Problem-solving

Adaptability and Resilience

Observation and Detail-oriented

Stress Management and Composure

Multifaceted Skill Set

Crisis Management and Security

Traffic Management

Data Entry

Time Management and Target Achievement

Driving Expertise ( HTV License Holder)

Strategic Thinking and Decision-making

LANGUAGES

English

Punjabi

Urdu

HOBBIES

Gardening:

Cultivating a diverse collection of over 500 cactus species, demonstrating expertise in specialized care techniques, propagation, and creative landscaping.

Conservation Advocate ( Cactus):

Promoting cactus conservation through knowledge-sharing, artistic expressions, and participation in gardening clubs, while finding solace and creativity in tending to cactus.

Passionate Pet Enthusiast:

Devoted to nurturing and caring for a variety of beloved pets, fostering strong connections and promoting animal well-being.

## TRAININGS

### **Basic Police Training, Punjab Police ( 9 Months ), Police Academy Sihala Islamabad**

**Introduction to Law Enforcement:** Overview of the roles, responsibilities, and ethical considerations of a police officer, along with the importance of community engagement.

**Legal Framework:** Study of relevant laws, regulations, and procedures, including criminal law, constitutional rights, and use of force guidelines.

**Patrol Procedures:** Training on patrolling techniques, vehicle operation, traffic stops, and responding to emergencies.

**Firearms and Defensive Tactics:** Instruction on firearm safety, marksmanship, and self-defense techniques.

**Emergency Response:** Training in responding to emergencies, managing crisis situations, and providing initial aid.

**Physical Fitness:** Emphasis on physical conditioning and fitness routines to ensure officers are prepared for the demands of the job.

**Ethics and Professionalism:** Exploration of ethical dilemmas, professional conduct, and maintaining integrity in law enforcement.

**Cultural Sensitivity:** Understanding and respecting diverse communities, fostering cultural competence in interactions.

**Community Policing:** Strategies for building positive relationships with the community, collaborating on crime prevention, and addressing concerns.

**Technology and Equipment:** Familiarization with police equipment, tools, and technological advancements used in modern law enforcement.

**Emergency Vehicle Operation:** Practical training in driving police vehicles safely and effectively.

**Simulations and Practical Exercises:** Hands-on scenarios and role-playing exercises to simulate real-life situations and enhance decision-making skills.

**Graduation and Certification:** Successful completion of training results in graduation and certification as a sworn police officer.

### **Specialized Police Course ( 04 Months ) , Traffic Police Lines Manawan , Lahore**

#### **Advanced Traffic Management Techniques:**

In-depth study of advanced traffic control methods and strategies.

Traffic flow optimization, congestion management, and accident prevention techniques.

Implementation of intelligent traffic systems and technologies for efficient traffic management.

#### **Traffic Law Enforcement:**

Detailed exploration of traffic laws, regulations, and legal procedures.

Effective methods for enforcing traffic regulations and issuing citations.

Handling violations, documentation, and maintaining legal standards while on duty.

#### **Communication and Conflict Resolution:**

Enhanced communication skills for interactions with drivers, pedestrians, and fellow officers.

Conflict resolution techniques for diffusing tense situations during traffic stops.

Public relations strategies to foster positive interactions and uphold the department's image.

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## Software

Driving License Issuance Management System

## REFERENCES

References available upon request