



Zain Usman

Cell Phone: 03444000404

Email: zain.usman@gmail.com

PERSONAL MOTIVATIONAL ADAGE

To work with enthusiasm and dedication, in order to translate skills gained and perfected over a number of years into proper and credible expertise. To adjust to best possible standards in the target industry and excel goals set to achieve maximum benefits.

DEPUTY MANAGER ADMIN AND SECURITY (SHAN FOODS PVT LIMITED) **(OCT 2018 TO PRESENT)**

Admin /IR Responsibilities:

Management of Company Maintained Vehicles, Labour and Staff canteen Management, Management of House Keeping and janitorial staff
Company Transport and fleet management ,Billing and record keeping of Mobile Facilities ,Coordination with Employees & vendors for all services issues, Time Management System, Management of petty cash, Fire Marshal ,CBA labor union issues ,SESSI and EOBI ,Labor inspector liaison Interview and screening of temporary labor ,GMP - Management relations and industrial peace, Enquiry labour investigation and warning ,SOP Writing ,Documentation and Record keeping

Security Responsibilities

Parameter Security, Close Protection, Time management of Security department, Record Keeping of Security Department Sop and Documents.
Work place violence prevention, Record Keeping of Company Logistics and sup, Time Management of Security Department, Crisis Management / Disaster Management, ERP (Emergency response plan),Vvip protocol Duties and Escort Supervision of Monitoring via CCTV.

Achievements In Shan Foods Private LTD

Achieved the best employee award in the first year of service

Deputy Manager Security (Hilal Foods Private Limited)
(MAR 2018 TO JULY 2018)

Looking after the multi-function in Hilal group. Following are the area of responsibilities in Hilal group of companies'. Hilal groups are the biggest exporters in Pakistan. Hilal group exports their products to over 24 countries.

Admin Responsibilities:

Management of Company Transport, SESSI and EOBI, Coordination with Employees & vendors for all services issues, Management & Operation of Employees' Time Management System, Ensure all employee practice is in line with legislation and best practice of SOP, Labor inspectors liaison, Interview and screening of temporary labor, general administration

Security Responsibilities

ERP (Emergency response plan) group level, Crisis Management / Disaster Management, Corporate Security for complete Hilal group, Work force management of 200 plus Security personals, Residential security, Foreigner Travel Security and planning, Reports & Briefs to CEO and Owners, Work place violence prevention, Management of CCTV monitoring of complete group by 270 cameras, Patrolling and physical guarding, Training of security staff on company policies, Facility security risk assessments, Security Quality review (SQR) of all ware house and outlets of Domino's pizza across Pakistan, Time management of Security department

SENIOR SECURITY OFFICER (ABBOTT LABORATORIES LIMITED)
(DEC 2012 TO FEB 2018)

At the end of 2018, it is one of the largest American based multinational pharmaceutical company having more 300 all over the world. Abbott stand 5th in world ranking and stand 2nd in Pakistan in pharmaceutical industry. As part of the Corporate Affairs, looking after the following functions:

Admin /IR Responsibilities:

Management of Company Maintained Vehicles, Labour and Staff canteen Management, Management of House Keeping and janitorial staff, Company Transport and fleet management, Billing and record keeping of Mobile Facilities, Coordination with Employees & vendors for all services issues, Time Management System, Management of petty cash, Fire Marshall (Fire Fighting instructor), CBA labor union issues, SESSI and EOBI, Labor inspector liaison

Interview and screening of temporary labor ,Good labour - Management relations and industrial peace, Enquiry labour investigation and warning ,SOP Writing ,Documentation and Record keeping

Security Responsibilities

Corporate Security, Parameter Security, Close Protection, Time management of Security department, Record Keeping of Security Department Sop and Documents. Work place violence prevention, Record Keeping of Company Logistics and sup, Time Management of Security Department, Crisis Management / Disaster Management, ERP (Emergency response plan),Vvip protocol Duties and Escort Supervision of Monitoring via CCTV.

Achievements In Abbott Laborites

- Worked with government employees and contract personnel to improve emergency/standard operating procedures, which enhanced response time of first responders by 33%.
- Trained entire crew in weapons safety and proper use of force, resulting in zero weapon safety mishaps.
- Initiated, planned, executed, controlled, and closed multiple cross-departmental security program improvement projects, working closely with stakeholders.
- In addition to primary duties as senior security officer, selected as the Sexual Harassment Prevention Coordinator.
- Introduced enhanced Visitor Management System.
- Established standard Security Audit and Risk Evaluation protocols
- Developed and successfully company-wide Facility Access Control and Badging standards
- Managed fire alarm system and Fire Extinguisher inspections
- Conducted Disaster Drills and fire drills.

SECURITY OFFICER (SHERATON HOTEL)

MAY 2012 – AUG 2012

Following responsibilities was given during my stay:

ERP (emergency response plain),Fire Response unit team leader, Guest complain attendant, Personal security and Parameter Security, Liaison with Law Enforcement Agencies, Incident reporting ,Briefing to GM of Hotel ,Close watch on law and order situation

SUB INSPECTOR (PAKISTAN RANGERS SINDH)

APRIL 2010 – APRIL 2012

Responsibilities

As a Rangers Armed Forces Officer, I have 2 years' practice in the following fields:- Internal Security Duties, Personnel Management and Administration – Decision making and implementing, maintaining the transport vehicles in unit

Conducted the routine checks of the unit housekeeping and time management.
Record keeping of time and leaves of troops, Intelligence Gathering and Distribution – Crisis management, Time Management, Team Creation, Team Working, Additional Work Experience, Interacted with various Political parties, Police, civil administration, Worked as company Commander, Duties with VIPs as their protocol officer.

TRAINING AND COURSES

Following are the educational and training courses:

VVIP protocol (Rangers training center Karachi), Basic intelligence course (Rangers training center Karachi), Attended workshop on Disaster Management (Rangers Headquarters Karachi), First aid and CPR (Red Crescent international Pakistan), Work Shop Fire Fighting and Fire prevention (Institute of Business Administration), Occupational Health and Safety (Abbott pharmaceuticals) Management of contract labor (Institute of Business management)

QUALIFICATIONS

Diploma in Industrial relation (continue)
Institute of Business Administration (IBA)

Masters in Political Science
University Of Karachi

COMPUTER SKILLS

- Microsoft Word, Excel and PowerPoint
- Internet and Email

LANGUAGES

Very fluent in Speaking and Written skills in English, Native language Urdu, fluent in Punjabi, Hindko and Pashto.

PERSONAL DETAILS

Date of Birth: 09 September 1987

Nationality: Pakistani

Marital Status: Married

REFERENCE

Will be available on request