|  |
| --- |
| imroze khan  Apartment No. D, Block 25, Street 17, Sector C, Askari V, Malir Cantonment, Karachi, Sindh, Pakistan ·+92345255625,+923007144114  imroze\_khan@hotmail.com |
| Father Name: Raza Khan  Date of Birth: 11 Feb 1965  CNIC Number: 16201-9154335-1  Domicile: Karachi  **OBJECTIVE**  **To obtain a challenging position where personal abilities, professional education and skills as acquired in PAKISTAN ARMY & Corporate Sector will be effectively utilized.** |

# Experience

|  |
| --- |
| December 2016 – PresentManager Administration & Security - metro power Company limited & Gul Ahmed wind power limited  * Re-organize & strengthen the Security and Administration Functions and Procedures at Plant through effective utilization of resources. * Implement and Develop (where necessary) the Procedures, Practices, Policies & Rules for Plant, Access Control for un-authorized Persons, Verification of Security Staff & Temporary Workers, Janitorial Services and other Administrative Functions. * To conduct Security Risk & Threat Assessment and devise action plan to ensure protection of all assets (machinery/equipment/persons). * Supervise Facilities Services, Maintenance Activities & Tradespersons. * Plan & Maintain Leaves/Duty Roasters & Attendance Record of Staff. * Transport Management(Control/Deployment/Maintenance). * Protocol Duties, Organize & Conduct Visits/Inspections of Plant. * Meetings with Local Elders & Resolve Issues affecting local communities/Plant within the laid down scope. * Develop and Maintain strong contacts with Government & Law Enforcement Agencies as appropriate. |
| march 2011 – march 2016manager industrial & commercial - fauji foundation, regional office, karachi,SINDH,PAKISTAN  * Procurement, quality control and release of supplies for the projects of Fauji Foundation. * Custom Clearance of Imported Goods for the projects of Fauji Foundation. * Selection of doctors for overseas employment with Ministry of Health Saudi Arabia. * Auction/Disposal of unserviceable vehicles, medical equipment and general stores.   **JAN 2011 – MARCH 2011**  **GENERAL MANAGER ADMINISTRATION & OPERATIONS - PROTECTION ONE, SECURITY MANAGEMENT SERVICES COMPANY,KARACHI,SINDH,PAKISTAN**   * Electronic and Physical security of Mobilink Communication Installations, Habib Bank Branches, Industrial and Residential Installations in Karachi. * Evaluated and articulated security threats and formulated comprehensive Standard Operating Procedures to deal with different situations. * Maintained good liaison and dealing with Law enforcement agencies, Government and related departments. * Supervised 600 security persons which require/ demand exceptionally high level of training, control & motivation. * Unearth / caught number of employees stealing expensive communication equipment/Fuel. * Management and Planning, Loss Prevention / Prevention of Internal Thefts and Investigations.   **SEPTEMBER 1985 – DECEMBER 2010**  **LIEUTENANT COLONEL - PAKISTAN ARMY**   1. Following diversified areas attributed towards my experience that I have earned during 25 years of military service: 2. **Military Courses** 3. Weaponry 4. Fire Fighting 5. Leadership 6. Logistics 7. Training 8. **Security** 9. Security of men, material and equipment. 10. Security of installations/Important National Assets. 11. Security of Information/Documents. 12. Security / Escort of VVIPs / Delegations. 13. Devised / implemented Operational, Intelligence and Security Plans. 14. **Human Resources/Administration** 15. Command of various units including an Infantry Battalion. 16. Management and Optimization of Resources. 17. Management, Planning and Development. 18. Management and Maintenance of Transport Fleet. 19. Management and Maintenance of Clubs/Messes 20. Liaison Officer B/w Civil and Military. 21. Performance re-appraisal of employees. 22. Address employee’s grievances. 23. Selection, Recruitment and Training . 24. Officer -in –Charge Administration, Security, Logistics and Training. 25. Handling Accounts. 26. Inspections & Audits 27. **Public Affairs / Relations / Protocols** 28. Event Management. 29. Protocol Duties. 30. Coordinating visits etc. 31. Conduct of Sports & Training Championships 32. **Professional Obligations** 33. Internal/Curfew Duties, Karachi. 34. Anti Dacoit Operations, Interior Sindh. 35. Local Bodies Elections in District Rawalakot, AJK. 36. General Elections, District Sheikhupura, Punjab. 37. Flood Relief Operations, District Bahawalpur, Punjab. 38. Survey of Schools, District Bahawalpur, Punjab. 39. National Census, District Bahawalpur, Punjab. 40. Management of Water Resources, District Bahawalpur, Punjab. |

# Education

|  |
| --- |
| december 2009master of science in rural devlopment - university of sindh, jamshoro,sindh,pakistan1st Divisionmarch 2009master of business admistration in human resource management - university of east,hyderabad,sindh,pakistanGPA: 3.00 |
| december 1995master of arts in international relations - university of balochistan,quetta, pakistan2nd Divison |

# Skills

|  |  |
| --- | --- |
| * **Personal** :Analytical, Negotiation & Interpersonal * **Computer** : MS Word, Excel & Outlook | * **Languages** : English, Urdu & Pashto * **Media**  : Modeling for TV Commercials |