### **Lt Commander (R) Zainal Abdin**

B-76 New Rizvia Housing Society Opposite KIRAN Hospital KDA Scheme 33. Karachi

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###### **Career Aspiration:**

Adding value to the organization in a leading Management role by capitalizing on my hands-on administration and security management experience and expertise.

## **Executive Profile:**

I am retired from defense forces and have worked in administration, intelligence and security department for more than twenty years. As an in-charge of my department worked in high demanding environment and produced high value results. I am qualified from School of Military Intelligence, which is an icon for Intelligence and Security Training, Universally. I was awarded letter of commendation from Chief of Naval Staff on meritorious service in Intelligence. I am Masters in Hertage Management from Germany and International Relations from University of Karachi, Pakistan. Beside this have a Post Graduate Diploma in Public Administration (HRM) from Karchi University.

After retiring from Defense service I switched to corporate and industrial sector in 2005, working for Textile industry, logistic company and power sector as Head of Administration and Security. I am well aware and master on administrative role and modern technical security features and trends. I have managed large number of personnel, assets and information in all organizations. Saved huge thefts of material of copper wire in KESC. Successfully planned and executed NATO supply convoys from port to Afghanistan in Logistic firm Raaziq International as Chief Security Officer.

**Special Assignment** with Pakistani Secret Service Interagency Organized security task force, Special Investigation Division Special Frauds Squad, Organized Security Threats Analysis

## **Education**

# **Masters in Monumental Heritage**

Anhalt University of Applied Sciences, Dessau Germany

# **2. Masters of Arts in International Relations**

University of Karachi, Pakistan

# **3. Post Graduate Diploma in Public Administration**

University of Karachi, Pakistan

**4. B Sc (Hons)** in Naval Sciences from Pakistan Naval Academy.

## **Professional Courses:**

1. **Intelligence Staff Course** from School of Military Intelligence Murree
2. **Officers Basic Intelligence Course** from School of Military Intelligence Murree
3. **NBCD and Fire Fighting Specialization course** from NBCD School PNS Karsaz Pakistan Navy
4. **HSE online course** from Rohe Head Office.

## **Professional Experience:**

**Senior Manger Administration & Security (Dec2018-Present)**

Pie in the Sky Ltd (Food industry)

* Over all responsible for general administration and security of industry.
* Monitoring of premises with technical equipment’s and own personnel.
* Liaison with outside government and commercial organizations.
* Supervise Security guards and their activities.
* Proper monitoring and control of private security companies guards.
* Maintenance and record keeping of company vehicles.
* Liaison with outside government and non-government

Functionaries e.g. EOBI, SESSI, Labor department KESC, SSGC, KMC, DHA, Cantonment Boards Sindh Food Authority etc

* Responsible for internal and external logistics of industry.
* Housekeeping of factory, Labor complex and guest house.
* Monitoring and supervision of Canteen and mess of actory.
* Managing the arrival, receiving, accommodation, security and departure of foreign guests.
* Overall Health Safety Environment and Fire Fighting of Company

**Manger Administration & Security (Dec2011-Jan 2016)**

Roche Pakistan Ltd. Large Pharmaceutical MNC

* Over all responsible for general administration and security of industry.
* Monitoring of premises with technical equipment’s and own personnel.
* Liaison with outside government and commercial organizations.
* Supervise Security guards and their activities.
* Proper monitoring and control of private security companies guards.
* Maintenance and record keeping of company vehicles.
* Supervising the attendance system through time office and making payroll and overtime on ERP system
* Liaison with outside government and non-government functionaries e.g. EOBI, SESSI, Labor department KESC, SSGC etc
* Responsible for internal and external logistics of industry.
* Housekeeping of factory, Labor complex and guest house.
* Monitoring and supervision of Canteen and mess factory.
* Managing the arrival, receiving, accommodation, security and departure of foreign guests.
* HSE and Fire Safety

**Senior Manger Administration & Security (Sep 2009-Nov 2011)**

Amreli Steels Ltd. Large steel industry in Pakistan

* Over all responsible for general administration and security of industry.
* Monitoring of premises with technical equipments and own personnel.
* Liaison with outside government and commercial organizations.
* Supervise Security guards and their activities.
* Proper monitoring and control of private security companies guards.
* Handling the labor related matters including CBA Union activities
* Monitoring the transportation of factory personnel through transport contractors and maintenance and record keeping of company vehicles.
* Supervising the attendance system through time office and making payroll and overtime on ERP system
* Liaison with outside government and non government functionaries e.g. EOBI, SESSI, Labor department KESC, SSGC etc
* Responsible for internal and external logistics of industry.
* Housekeeping of factory, Labor complex and guest house.
* Monitoring and supervision of Canteen and mess of factory and guest house.
* Managing the arrival, receiving, accommodation, security and departure of foreign guests.
* HSE and Fire Safety.

**Manager Security (Mar 2008- Sep 2009)**

Karachi Electric Supply Company Ltd.

* Analysis and evaluation of Security threats through security surveys and audits
* Supervise Security guards and activities on site efficiently
* Coordinate closely with SHE officer regarding incidents or accidents, and assist during emergencies
* Build network of contacts to enhance provision of security
* Fire fighting & First Aid
* Conduct patrolling roving and ensure the same is carried out and documented by guards
* Control the movement of vehicles inside premises and material security, by observing and monitoring the received or shipped materials or products to and from company
* Compliance with Warehouse and store material control procedures and polices
* Prepare log book and records control schedules for guards and ensure accuracy
* Develop guards on controlling material movements and other security aspects
* Checking trucks, vehicles or people when needed
* Handle theft, pilfering, or dispute and reacts to circumstances and incidents that is of security nature or could cause a threat to life or property.
* Prepare daily and monthly reports
* Verifying and completing administrative work

**Chief Security & Admin Officer (Sep2007-Mar 2008)**

Razziq International Logistics Company

Managed the administrative and security control for convoy movements of NATO cargo from Karachi port to Afghanistan

* + - * Participates in the development, documentation, communication, testing, and periodic review and revision of business continuity and disaster recovery plans.
      * Develop and follow an audit plan for assessing security risks in the organization.
      * Perform security audits, monitor compliance, and perform risk and vulnerability assessments of convoy movements.
      * Forecasting and advising and other protective services to senior personnel and staff traveling in the areas.
      * Develop and Maintain system agreements with appropriate staff to ensure confidentiality and security
      * When security breaches occur involving systems within the organization, assist physical and technical staff in understanding the source of the attack, in assessing and containing damage and in devising measures that will help protect against such events in the future.
      * Form and train incident response units. Maintain a database of intrusions and incidents, tracking the cost of intrusions.
      * Ensure the compliance with governmental regulations and organizational policies.
      * Maintain security documentation as required for outside regulatory agencies.
      * Works closely with system, network, physical and PC managers in securing information security.
      * Keep abreast of security related technology, practices and regulations in the marketplace or from government.
      * Develop with administration strategic enterprise wide plans for security policies, practices, and technology enhancements.

**Manger Administration & Security (Aug 2005-Sep2007)**

Artistic Milliner Denim Textile industry

* Over all responsible for general administration and security of industry.
* Monitoring of premises with technical equipments and own personnel.
* Liaison with outside government and commercial organizations.
* Supervise Security guards and their activities.
* Proper monitoring and control of private security companies guards.
* Handling the labor related matters including CBA Union activities
* Monitoring the transportation of factory personnel through transport contractors and maintenance and record keeping of company vehicles.
* Supervising the attendance system through time office and making payroll and overtime on ERP system
* Liaison with outside government and non government functionaries e.g. EOBI, SESSI, Labor department KESC, SSGC etc
* Responsible for internal and external logistics of industry.
* Housekeeping of factory, Labor complex and guest house.
* Monitoring and supervision of Canteen and mess of factory
* HSE and Fire Fighting.

# **LIEUTENANT COMMANDER** Retired from Pakistan Navy **(1985-2006).** Being in Naval Service over a considerable time provided opportunity to get operational and functional knowledge of management, administration and security. Carried out the following tasks along with professional naval requirements over the 20 years:

**ADMINISTRATION & MANAGEMENT**

1. Managing and maintaining staff personnel records.
2. Training and job appraisal.
3. Counseling staff as and when required.
4. Organizing social activities of the staff.
5. Procurement and accounting of stores
6. Maintaining the transport fleet in Headquarters and units.
7. Repair and maintenance of buildings

**SECURITY & INTELLIGENCE** Supervised the tasks in the field of intelligence as Qualified Field Intelligence Officer.

 **INTELLIGENCE STAFF COURSE** from School of Military Intelligence MURREE in 2004.

 **OFFICERS BASIC INTELLIGENCE COURSE** from School of Military Intelligence MURREE in 2002.

Carried out the following additional tasks while served in Maritime Security Agency and Naval Intelligence:

1. Carried out the duties of Public Relations Officer in MSA
2. VVIP Movements and Escorts
3. Security Clearances of personnel and firms
4. Security Surveys and evaluation of installations ands units
5. Commanded the small ships at sea.
6. Updating the Technical equipments in the security field
7. Co ordination with other agencies and organizations

##### **Languages Proficiency**

English: Read, Write, Speak.

Urdu: Read, Write, Speak.

German: Read, Writte , Speak

Sindhi: Read, Write, Speak.

##### **Interests and Activities**

Physical Exercise, playing Cricket, Hockey and Squash. Reading books, magazines and periodicals.

**Computer Knowledge**

Operating knowledge of MS OFFICE and Internet.

## **Date of Birth** 15th December 1969