# Wajahat Ahmad Khan



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**Objective:**

I intend to pursue a challenging career in (Administration, Management, Coordinator and Security) in your esteemed organisation where i can utilise my professional experience and dynamic skills for achieving organisation goals and in return getting professional growth and to develop and promote the organisation vision for better Pakistan. To the best of my understanding, this is truly a great opportunity for me to develop and drive outstanding and high quality engagement initiatives in Pakistan for your esteemed organisation. I will perform my duties under your strategic guidelines to bring real value addition in my assignments based areas.

**Professional Profile**

I am an aggressive, result oriented “Administrator, Manager, Coordinator, and Security Expert” having over 15 years of professional relevant experience and in depth knowledge of all important direct and indirect aspects of comprehensive corporate communications (Including but not limited to PR affairs, event management & team management). During my present & past relevant jobs; I have successfully conceptualised, designed and step to step implementation of all direct and indirect aspects of almost all administrative tools and management affairs along with small / medium / large teams’ management. I am also direct experiences of administration, management, coordinator and security. Additionally; I personally involved in research based information gathering, administration, management, negotiation, implementation, execution & management affairs. Further; my following value added features are giving me proud confidence among all the competitors:

• My strong coordination and follow up approach in my all assignments.

• My learning skills and attitude towards all latest relevant trends.

• My special exposure of brand loyalty creation & negation procedures.

• My experience of coordination, assistance for/with CEO’s & concerned decision makers.

I can always perform all given assignments with strong achievements and on the basis of my aggressive drive, clear vision & strong passion; I confidently claim to produce outstanding results for your esteemed organisation.

**Key Skills & Strengths**

• Team player and help motivating staff to achieve goals.

• Natural flair and attitude towards strong administration, management, coordinator & security.

• Can initiate, manage & execute innovative security plans.

• Can develop remarkable administration, management and security strategies.

• Strong coordination & team management skills

• Can easily manage small / medium / large teams.

• Result oriented management of available resources.

• Expert multitasking administrator / manager.

• Strong exposure of security and intelligence activities.

**Education and Professional Development**

* Master in Business Administration (Human Resource Management) Gandhara University.
* Master in International Relation (Foreign Policy and Strategic Study) University Of Peshawar

**Employment History**

**Present Job**

**Manager Admin & Security , Pakistan Red Crescent, Provincial Headquarter Peshawar, KPK**

**September 2015 to December 2020**

* Working as Manager Admin & Security with under the kind supervision of Lt. Gen ® Muhammad Hamid Khan.
* Overall Administrative activities necessary for smooth running of the Provincial Headquarter.
* Being a member of the Purchase Committee, to assist in all purchases/supplies. Shall liaise closely with Store Supervisor of the Society.
* Administrative arrangements of all official meetings/workshops, seminars and special events like Annual General Meetings. Coordination of Internal and External security arrangements.
* Taking necessary Government clearances permits and NOCs as and when required.
* Ensuring upkeep and maintenance of Society’s immovable property. Also to assist the Society’s Rent Assessment Committee in all rent related matters.
* Maintenance of record of Rent Agreements with the Tenants of the Society. Also ensuring timely renewal of the Rent Agreements on their expiry, on the directives of the Senior Management. Shall ensure safe custody of all Rent Agreement Files. Ensuring recovery of Rentals of the Society’s property.
* To ensure that all Administrative/Appointment/Discharge Orders are published correctly and in time and are initialled by all concerned. Also to ensure that Personal Files of all employees are up to date for Audit purposes.
* Fleet Management including maintenance of Log Books of Society’s vehicles, maintenance of all records of the vehicles on charge of the Society, Requisition Slips etc. Renewal of registration tokens of all vehicles in time. Handing taking over of the charge of vehicle(s) when a driver proceeds on leave or is sick.
* Preparation of Duty Roster for Drivers and Watchmen.
* Shall keep under his personal custody all stickers/RC Seals and shall maintain their proper records for audit check. Any other duty/responsibility assigned to him by the Senior Management.

 Provide sound, accurate and reliable security briefings and updates for the Team Leader by collating security information from a variety of sources including networking with local security, police, army and intelligence agencies identify any security threats and risks for senior management, delegation or etc. Act as a point of contact on all security matters for staff in the office.

 Liaison with local NGOs, Pakistan Security Forces organisation’s (Army, Police, etc…) as appropriate. Provide day to day security management of security staff. Tracking and monitoring of all staff movement outside the offices within working hours. Tracking all international staffs and visitors movements outside the offices on 24 hour basis.

 Managing and approving vehicle travel by staff (route planning, risk assessments and ensuring vehicles are equipped and fit for travel)

* Give security briefings to all new staff/visitors/consultants arriving in office/country or travelling out to field sites.

**Recent Job**

Duration: Jan 2014 to May 2015

Organisation: Institute of Professional Studies (University of Peshawar)

Designation: Director (Admin & Security)

**Position overview**

As paid Director (Admin & Security); I was responsible for all administration and security affairs of the organisation.

**Job Responsibilities**

* Responsible for all administration aspects of the association Head Office, staffing, faculty

and facilities Telecommunications, database management, fulfilment, purchasing, receiving, etc.

* Budget development and implementation and management of Administration Division, Support Services Department and Employment Services Department.
* Strategic Planning Management.
* Team member in conjunction with the Board of Directors.
* Development of business plans and operational plans annually tied to the association strategic plan and the annual budget.
* Directs the Human Resource/Personnel function of the association including employee policy handbook, performance appraisal, grievance procedures, discipline, policy and procedure development and implementation of same, benefits administration, payroll, position posting, Screening and interviewing all candidates, temporary staffing requirements, etc.
* Liaison to the Board of Directors including attendance at all Board meetings, taking the official Minutes of the Board meetings, agenda development, Board motion log and manual, etc.
* Liaison to all Board Administrative committees, including Nominating, Awards, Human Resources, and Executive.
* Liaison to the Employment Services committee through the Employment Services Department.
* Responsible for facilities management, fulfilment, receiving, inventory control, on-site and off-site storage, purchasing and telecommunications system.
* Responsible for building maintenance / infrastructure.
* Monitoring the admission campaign and to make the marketing strategy.
* Announce the new Discipline or program (Graduate or Post Graduate).
* Maintained or update Staffs and students all records.
* Arrange the workshop, seminar and study tour for students.
* Development of policies and procedures and oversee implementation of same.
* Salary administration and benefit programs.
* Payroll.
* Personnel records/documentation.
* Position posting, screening and interviewing candidates.
* New hire orientation program; exit interview program.
* Employee programs and activities.
* Maintained all campus vehicles regarding their fuel, oil, services and etc.
* Maintained and check log books of all vehicles.
* Purchase committee member.
* Inspection committee member.
* Protocol Officer Duty.
* Provide Security to all staffs and students.
* Depute security guard in campus and maintain their discipline and resolve their issues day to day.
* Install walk through gate, patrolling and check posts of campus visit.
* Make security plane to and protect area, staffs and students upcoming threat from terrorist.
* Any other duty/responsibility assigned to him by the Senior Management.

**Duration October 2011 to December 2013**

**Organisation National Institute of Management Sciences (University of Peshawar)**

**Designation General Manager (Administration and Security)**

**Job Responsibilities**

* Responsible for building / Infrastructure (Maintenance).
* Announce the admissions graduate or post graduate program.
* Monitoring admission Process and make strategy for admissions in different Disciplines.
* Advertise the admission announcement.
* Monitoring admission campaign and keeping all sort of from regarding admissions and data.
* Assigning roll numbers to fresh students and announcing commencement of fresh classes.
* To prepare time table of all classes.
* Enrolments of the students in UOP.
* Allotment of Subjects to faculty regarding their specialisation subject.
* Arrangement of Ph.D. faculty.
* Preparing attendance sheets of all discipline / Program.
* Announce the name of discipline committee members.
* Maintain and keep the all students records.
* Arrange the midterm exam with the coordination of controller of examination.
* Organise Function / events on campus.
* Resolve the issues of Students regarding examination, Finance etc.
* Monitor day to day classes and activities in campus.
* Maintain the discipline in campus and rules and regulations.
* Monitoring the all staffs / faculty performance.
* Keep the all staffs records.
* Coordinate with HOD`s regarding faculty problems and faculty performance.
* Arrange the meeting with MD, Chairman, Executive Director and Director Finance.
* Maintain organisation account.
* Maintain the contraction fund amount.
* Prepare daily activity report and send to head office.
* Report to MD and Chairman daily activity report.
* Maintain the cleanness in canteen and also campus.
* Control the unnecessary expenses.
* Counselling the new and old students.
* Provide full proof security plane for campus.
* Work as security advisor and protocol officer.
* Install security walk through gate and CCTV camera in premises.
* Arrangements of meeting with UOP Vice Chancellor, Registrar and etc.
* Issue the car parking sticker for security purpose.
* Depute the security guard in campus.
* Provide proper uniform and weapons to security guard.
* Liaison with police departments regarding threat from terrorist.
* Provide security to MD, Chairman and other executives.
* Arrangements for students tour for study.
* Hire the new staffs and faculty.
* Check the daily finance details and monitoring the income and expenditure expenses.

**Personal Details**

Date of Birth 09th Jan 1976

CNIC 17301-4942903-7

Marital Status Married

**Reference**

Can be furnished on Demand.