LT COL FAYAZ AHMAD (R)

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SUMMARY

With a distinguished 25-year career in the Pakistan Army & honorably retired as Lt Col, I possess extensive experience in security leadership, human resources management, administration, and specialized security operations including CCTV covered Command & Control System. During my tenure, I demonstrated a proven ability to oversee high-stakes multidimensional security operations, manage complex human resources functions, and ensure operational readiness of my organization in a dynamically rapid responsive and high-risk environments.

As an experienced leader, I excel in making critical decisions under pressure, managing multiple priorities, and ensuring the safety and security of personnel and assets. My background includes successfully managing security operations for high-risk individuals and critical sites, all while maintaining a meticulous approach to detail and customer satisfaction

PROFESSIONAL COMPETENCIES (ADMIN & SECURITY MANAGEMENT)

* Proficiency in real time security system CCTV operations planning, deployment and controlling.
* Organizational security protocols and technologies.
* Analytical skills to identify and investigate security threats of the organization & proactive preparation.
* Fool proof security management through access control systems, alarms, and surveillance equipment.
* Collaboration with relevant stakeholders / external security providers for my organization.

EXPERIENCE

# **Manager Human Resource (HR) AND (HRBP). FFBL ((2021-Till 30 September 2024)**

* Developed and implemented comprehensive manpower planning, recruitment strategies, and internal promotion plans to ensure the availability of qualified personnel for security operations at the right time, while also influencing talent management practices to align with security objectives.
* Ensured full compliance with relevant security and HR laws and regulations, maintaining efficient, timely, and responsive administration to support security functions. Manage insurance policies for security personnel and their dependents, including health, life, and group coverage.
* Oversaw and streamlined organizational security-related operations, HR management including the recruitment, onboarding, compensation, transfers, training, promotions, leave management, and retirement of personnel, ensuring alignment with security protocols and policies.
* Regularly reviewed and adjusted the monthly/daily wage rates, contractor commissions, and other compensation structures for security personnel, including those involved in COS, JR, Shutdown, and Temporary Assignment Manpower.
* Served as an HR Business Partner (HRBP) within the security management framework, collaborating closely with all departments to ensure effective human resource practices that support overall security objectives.
* Supervised time office operations and Industrial Relations (IR) matters related to security personnel, ensuring compliance with government regulations and labor laws (Labor Dept, EOBI, Social Security, Apprenticeship Directorate, etc.).
* Oversaw and managed all SAP-related activities for HR functions, including updating employee status changes, Purchase Requisitions (PRs), Purchase Orders (POs), and Security-Related Employee Services (SES), ensuring that security personnel records are accurately maintained.

# **Secretary Army Public School and College KPK (2020 – 2021)**

* Provided administrative support to the school’s leadership team, including the Principal, Vice Principal, and other administrators, with a focus on maintaining secure and efficient operations.
* As Secretary at Army Public School and College, I managed security operations alongside recruitment, administration, and admissions, implementing and overseeing robust safety measures to ensure a secure environment for students and staff.
* Managed and maintained all aspects of CCTV systems, including installation, troubleshooting, and system upgrades.
* Monitored live and recorded video footage to identify and respond to security incidents in real time.
* Ensured CCTV equipment is fully operational and serviced regularly, maintaining compliance with industry standards and regulations
* Led recruitment efforts, including advertising, interviewing, and hiring, while managing administrative tasks such as record-keeping, office operations, and security protocols.
* Assisted with admissions by supporting students and families with inquiries and enrollment while ensuring the protection of sensitive data and maintaining confidentiality.
* Handled correspondence and mail, including drafting letters, memos, and other communications, with an emphasis on secure information management.
* Managed calendars, scheduled meetings, and coordinated appointments for school administrators, including arranging secure meetings with staff, parents, and external stakeholders.
* Maintained accurate and secure records related to school operations, such as student, staff, financial, and administrative documents.
* Assisted in planning and coordinating school events like parent-teacher meetings, assemblies, and special occasions, incorporating necessary security measures to ensure safe gatherings.
* Supported financial administration tasks, including processing invoices, preparing financial reports, managing petty cash, and handling special projects, while adhering to secure financial practices.
* Provided support to students, parents, and staff, assisting with enrollment, responding to inquiries, and offering general assistance while ensuring the security of facilities, supplies, and equipment.

# **Assistant Adjutant General AAG at Corps HQ (2018 – 2020)**

* Oversaw discipline, welfare, recommendations, awards, and accounts at Corps HQ.
* Managed welfare programs and ensured adherence to military regulations.
* Handled recommendations for honors and awards, maintaining accurate accounts.
* Coordinated with senior officers and other departments for seamless operations.
* Demonstrated strong leadership and organizational skills in a dynamic military environment.

**Manager Administration, Coordination and Security at NLC Karachi. (2014 – 2018)**

* Directed comprehensive security, administrative, and coordination efforts at NLC Karachi, ensuring seamless operational efficiency.
* Supervised facility management and collaborated with various law Enforcement Agencies to enhance productivity while maintaining a secure environment.
* Designed and implemented advanced security protocols, including conducting regular audits to identify and mitigate potential risks.
* Effectively managed and trained security personnel, overseeing daily operations and ensuring adherence to safety standards and procedures.
* Demonstrated exceptional leadership and decision-making skills in high-pressure, fast-paced environments to maintain order and security.
* Provided specialized security services for international officials, including Chinese and German personnel, ensuring their safety through meticulous planning and execution.

**Deputy Assistant Adjutant General GHQ (2012 – 2014)**

* Conducted investigations and interrogations of Armed Forces personnel.
* Enforced discipline and adherence to military regulations.
* Cleared personnel for various commands based on investigation findings.
* Coordinated with command authorities to ensure compliance and security.
* Managed sensitive information with confidentiality and integrity.
* Demonstrated strong analytical and decision-making skills.

**Deputy Assistant Quartermaster General at Divisional HQ ((2010 – 2012)**

* Managed administration, rations, building, and housing items.
* Procured and distributed rations, oversaw building maintenance and housing allocations.
* Coordinated with suppliers and internal departments for timely deliveries.
* Demonstrated strong organizational and logistical skills in a military setting.

**Defense Services Force Platoons ((2008– 2010)**

* Operational duties including unique experience of serving with the United States Air Force at Pakistan Air Force Base Jacobabad as “Security Officer” and rewarded “Commendation Card” for the excellent performance.
* Responsible for ensuring the safety of more than 150 individuals and equipment in operational areas.
* Commanded & was Responsible for administration of personals, military installation, equipment's etc. for over 250 personals at PAF base Sukkur, Jacobabad, Nawabshah, & Rajanpur.

**Staff Captain ((2003 – 2006)**

* As a Staff Captain at the corps HQ in Peshawar, responsibilities included providing protocol, security, and administration services to VVIPs.
* Managed protocol duties for dignitaries, including scheduling and logistics.
* Planned and executed events, ensuring adherence to protocol standards.
* Liaised with officials and stakeholders for smooth event operations / organizations.
* Provided guidance to staff and ensured compliance with protocol guidelines.

**Captain/Quarter Master/Mechanical Transport Officer ((2002 – 2003)**

* Looked after the administration and maintained the vehicles' and documentation.
* Designed and implemented the vehicles periodic maintenance programs.
* Conducted the driving classes and training for the new arrivals/learners.
* Designed journey management procedures and ensured compliance.
* Assessed and addressed the logistics needs of the personnel.

**Company Commander of Infinitary Battalion at Peace and in Warzone (Kargil) (2000-2002)**

* Looked after the training, administration, safety and Security of over 150 men at peace location (Gujranwala) and warzone (Kargil War).
* Challenges Faced during war zone kargil like Extreme terrain & weather conditions, limited Recourses, High Altitude combat, Asymmetric warfare, emotional and psychological stress. Potential qualities were applied.

**Monitoring Officer (Faisalabad WAPDA) ( 1999-2000)**

* Monitoring, supervision and checking theft and line losses
* Conducted raids and crackdowns on areas with high instance of electricity theft cases occurred in order to create deterrence, apprehending offenders and generated revenues.
* Conducted regular inspections and audits of infrastructure, meters, and distribution network that helped in identifying vulnerabilities and areas prone to theft.

**Captain/Adjutant ( 1997-1999)**

* Implementation of risk management and mitigation plans.
* Prepared up-to-dated monthly security and intelligence reports.
* Gathered, analyzed and disseminated information to the relevant agencies.
* Created security awareness amongst the personnel & Designed courses professional training classes.
* Supervised the logistics supply, procurement and purchasing in the Unit.
* Maintained liaison with local security agencies and police department.

EDUCATION

## Preston institute of MS&T, Karachi

MBA (Human Resource Management)

## University of Peshawar

MA (International Relations)

## PMA Kakul

BA (History & P. Science)

## PAF Inter College Risalpur

FSc (Pre-Medical)

## PAF Inter College Risalpur

Matric

ARMY COURSES

* Logistic Staff Course
* Officers Basic Military Police Course Ground
* Liaison Officers Course
* Mid-Career Course Junior
* Ground Liaison Officer Course
* Forward Air Controller Course Young
* Officer's Tactical and Weapon Handling Course

EXPERTISE

* Leadership, Networking and Team Building
* Transition Change Mgmt
* Logistics & Material Mgmt Negotiation
* Conflict Resolution
* Disaster Mgmt
* Security and Surveillance Operations
* Communication and interpersonal skill in human / public Relations
* Research and Analysis
* Microsoft Office, PPT, SAP and Lotus
* IR Management

CERTIFICATES

* Certified Labor Laws Practitioner & Industrial Relations Analyst in 2024.
* Logistics and Material Management from AIOU in 2010
* Sigma Yellow Belt by IBA in 2023.
* “Commendation card” on excellent performance served with “United States Airforce” at Pakistan Air Force Base Jacobabad as “Security Officer in 2009”