NAVEED ARIF

Administration and security Officer

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|  | ContactLahore, Pakistan+92-332-4106224 naveedarif234@gmail.com naveedarif234@hotmail.com |  | Career Summary1. Experienced and highly skilled Administration officer with over 8.5 years of distinguished service in the Pakistan Air Force, offering a unique blend of administration strategies, psychological expertise, leadership, and recruitment modalities.
2. As a Psychologist, I specialized in conducting psychological assessments, delivering counseling, and providing stress management interventions tailored to the needs of military officers, aircrew, and technical staff. As a Recruitment Specialist, I managed talent acquisition for critical military roles, leveraging my deep insight into human behavior and personality assessment to select candidates who exhibited both the psychological fortitude and technical aptitude required for the PAF’s elite operations. I have designed and executed recruitment strategies, optimized candidate evaluation processes, and advised senior leadership on workforce planning and personnel development.
3. As an administration officer I have managed my under command personnel for the different tasks in normal and security setup.
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|  | Education**M. Phil in Psychology** March 2024 – ContinuedDHA SUFFA UniversityKarachi, Pakistan**MASTER OF SCIENCE in Applied Psychology**OCTOBER 2013 – SEPTEMBER 2015 University of The Punjab LahoreKey SkillsMass RecruitmentHR DevelopmentTraining and DevelopmentTechnical RecruitingPsychological AssessmentsInterpersonal skillsAnalytical Skills**Languages**English (Advance)Urdu (Advance)Punjabi (Advance)Pashto (Beginner)**References** Will be furnished upon Request |  | Experience**Psychologist and Recruitment Specialist** Pakistan Air ForceApril 2016 – november 2024***Assignments***1. ***Adjutant at MTW, Pakistan Air Force Airmen Academy, Karachi Pakistan***
* Worked as second in command in counseling cell of Military Training Wing, PAF Airmen Academy, Karachi.
1. ***Adjutant and Recruitment Analyst at Pakistan Air Force Information and Selection Center, Sukkur Pakistan***
* Worked on the administration and security look after of the personnel and premises keeping in view the security state of the surroundings.
1. ***Adjutant and Recruitment Analyst at Pakistan Airforce Information and Selection Center, Peshawar, Pakistan***
* Worked on the administration and security look after of the personnel and premises keeping in view the security state of the surroundings.
1. ***Psychologist and Administration officer in the Human Resource Development (HRD) Cell of Pakistan Air Force Headquarters, Peshawar, Pakistan***
* Worked as a career and family counselor using standardized techniques along with the management of administrative tasks.
1. ***Adjutant at MTW, Pakistan Air Force Academy, Karachi, Pakistan***
* Worked as second in command in counseling cell of Military Training Wing, PAF Airmen Academy, Karachi.
1. ***Recruiter and Selection Officer at Inter Services Selection Board (ISSB), Kohat Pakistan***
* During the tenure in ISSB, I worked thoroughly on personality testing of the candidates on the projective test battery including RISB, WAT, TAT and self-description technique.

**PROFESSIONAL COURSES*** Speech and Language Pathologist, 2025.
* The Art of Teacher’s Evaluation Course from Agha Khan

University-Institute of Education Development in 2024.* Junior Command and Staff Course (JCSC) from Pakistan Air Force Junior Command and Staff School, Peshawar in 2022.
* Basic Staff Course (BSS) from Pakistan Air Force Basic Staff School, Peshawar in 2020.
* Psychologist Assessment Training for Personality Assessment from National Institute of Psychology, Quaid-e-Azam University, Islamabad in 2020.
* Psychological Test Development course from National Institute of Psychology, Quaid-e-Azam University, Islamabad in 2018.

**Military COURSES*** K-7 Expedition with USA Team for the tenure of one month in 2024.
* High Altitude Course from Pak Army High Altitude School Rattu, Pakistan in 2023.
* Special Hiking and Climbing Course from PAF School Kalabagh, Pakistan in Aug 2022.
* Para trooping Course from PAF Para trooping school, Pakistan in Dec 2021- Jan 2022.

**Research Work*** Conducted and presented thesis and article on the title ‘Concept of Masculinity in Men and Their Attitude Towards Women’ in 2014-2015.
* Conducted the research on the topic ‘Optimism and Emotional Adjustment in Permanently Infertile Women’ in 2013-2014.
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