

Professional Summary Of SIJJAD HUSSAIN



"Looking for a Position
in a big Company which
enable to improve my
skills, increase my
expertise, fulfills my
personnel ambitions
and expand mv

Date of Birth:
07-08-1985

Nationality:
Pakistani

Marital Status:
Married

ID card No:
38101-2867488-9

Passport No:
GF6894882

Visa Status:
Visit

Address:
Kotla Jam Tehsil & District
Bhakkar, Punjab Pakistan

Cell No:

E-Mail:
Saimsajjad7214@gmail.com

Education and Qualification

- Master In Political Science
- Bachelor In Law (LLB)
- Bachelor in Education (B.Ed)
- Bachelor in Arts (B.A)
- Intermediate (Diploma in Business Administration)

Professional Experience

Associate Lawyer at Hashmi Law Firm (June 2022 to June 2024) :

- Conducted Legal Research in several cases which was resulted in success.
- Conducted several Criminal, Family, Guardian and Consumer dispute in dependently.
- Assisting in preparation of court proceedings, legal drafting, case management and improving team efficiency.

Pakistan Army (June 2005 to June 2023) :

Security Management :

- Management of the over all affairs of the Military Unit including Physical Training, Drill Parade, Manpower Handling, Team Leader, Supervision of Security Duties and Store Handling etc.
- Experienced Security with 18 years in the Pak Army proven track record of successfully managing a team while implementing security Protocols and protocols of protect personnel and property.
- Experienced in Security in the Field, skilled in the training and supervising personnel and overseeing security operations in Border area.
- Demonstrated record of ensuring safety and security of on-site personnel.
- Adept in managing security team, deploying security procédures and maintaining safety for employees and premises.

Regimental Police :

- Experienced of regimental Police duties related to traffic control, anti smuggling, investigation duties and enquiries of criminal activity.
- Assisted in the training of new recruited soldiers, providing instruction on Patrol, response and investigative procedures.
- Regularly collaborated with other law enforcement Agencies to maintain community safety.
- Supervised and motivated to juniors during patrol shifts and provide guidance and feedback as needed.

Store Incharge :

- Develope and implement unit SOPs and procédures which includes the management, Issue the Ration Store, Kit Items and Ammunition etc from Ordinance Depot, Take on charge through ledger inventory and further issue through vouchers.
- Oversee inventory Management, Task, Store Supplies, Safe management and Cash Handling, Administer all hazards and human resources management.

Security Supervisor in Al Janat Mall Rawalpindi :

- Managed daily operations for a team including training performance management and conflict resolution.
- Assist colleagues in problem solving, complex issues helping members to find creative solutions.
- Assist the recruitment, selection and onboarding of new team members.

Language Skills:

Fluent in spoken and written:

- English
- Urdu
- Hindi
- Punjabi

Interests in:

- Current Affairs
- Exercise
- Cricket

Office Management :

- Created policies, procédures and objectives to maximize workflow and ensure accuracy of records of manpower, reports / Personal Data of manpower, taking a initial interview, maintaining and put to Head of Department
- Maintaining the record all recruited manpower in MS Office.

Technical Inspector / Advisor :

- Experienced of Technical Inspector / Advisor / Fitter of all Artillery / Tank Gunnery equipments and Weapons in Pakistan Army.

First Aid Cadre :

- Qualified basic First Aid Cadre from Combined Military Hospital and having basic knowledge of Medication and Dressing Procedure in case of Emergency.

Fire Fighting / Safety Training :

- Experienced once a day in every weekly basis conducted Fire Fighting practice for safety of equipments, Stores, Ammonitions, Buildings and Documentary Record.

Industrial Experience (May 2003 to May 2005) :**Time Keeper :**

- Experienced with 2 Years as a Time Keeper in Hira Textile Mills Ltd.

Skills :

Crises Management , Risk Assessment , Security Operations , Surveillance Skills , Assets Protection , CCTV Monitoring, Investigation Techniques, Crime Protection, Background Checks, Leadership, Team Building, Problem Solving, Communication Skills, Weapon Handling, Decision Making, Hard Working, Artillery Guns Expert, Practicing Lawyer, Manpower Handling, Store Management, Group Working, Ability to stay calm under pressure

Honorary Award :

- President of Pakistan and Chief of Army Staff awarded Tamgha-E-Khidmat III Military of Pakistan awarded.
- Soldier of the Unit declared by Commanding Officer due to participating in Flood Recovery Duty with the coordination of UAE Army.
- Soldier of the Year declared by General Officer Commander due to Managing and Protecting Pandemic COVID-19.

Achievements :

- Maintaining a Quarantine and Isolation during Pandemic COVID-19 residence of all unit in the eye of International level SOPs and administering all routine duties and responsibilities according to SOPs.
- Participating in flood relief duty with collaboration of Russian, Chinese, Saudi and UAE Army.
- Complete a Garrison level project Immunization Injection for prevention of Hepatitis C.