



Captain Muhammad Yousuf (Retd)

Security & Administration Management Specialist

HR | Logistics Management | Security Planning



BlackJoseph69@yahoo.co.r



+92 (333) 5879801

Why *Yousuf*?

- Dynamic, analytical and result-oriented security & administration management expert having vast industry experience in security planning, site/personnel security, data integrity, security SOPs development, administration management, risk & crisis management, human resource & fleet management and training & mentoring. Equipped with extensive knowledge of legal affairs & documentation, logistics management, SOPs, intelligence and security accreditation. Skilled in corporate/harbor security, VIP/delegation security, interrogation, anti-terrorist operations, and media handling
- Capable of training, recruiting & supervising security personnel while managing security operations. Expert at providing best possible recommendations for enhancing security functions. Has proven record of handling various aspects of project including HR management, scheduling, critical infrastructure protection, vulnerability assessments & business operations
- Conscientious professional with strong pro-active approach and knowledge of conducting and implementing safety regulations, policies and hazard-recognition techniques. Strict to adherence of health and safety protocols outlined at all times; holds skills in investigating accidents, undertaking risk assessments, identifying potential hazards, determining ways of reducing risks and compiling statistics to ensure best practices while fulfilling HSE requirements and regulations
- Diligent individual has detailed understanding of emergency situations and security infrastructure protocols. Ability to maintain good coordination & collaboration with law enforcement agencies, various departments and govt. organizations

CORE STRENGTHS & ENABLING SKILLS

- Administrative Management
- SOPs & Policy Development
- Incident/Criminal Investigation
- Disaster Recovery & Crisis Management
- Contract Negotiation/Management
- Project, HR & Fleet Management
- Asset Protection & Surveillance
- Risk Assessment & Mitigation
- HSE Practices & Security Accreditation
- Business Reporting Skills
- Team Building & Leadership Skills
- Communication & Presentation Skills

PROFESSIONAL EXPERIENCE

HUSSAIN EBRAHIM SPORTS & COMMUNITY CENTRE, KARACHI

Manager Administration

Since 1 Jun 2024 to date

Look after over all administration of Community Centre (3x Marriage Halls), House keeping, family park, overall administration of Vocational classes and living area of security guards and waiters, the security arrangements of all events held under the Community Centre, study Centre runs under arrangements of Head Office, Sitting and other arrangements of other programs including drive of Polio teams.

Coordination with Law Enforcements Agencies to control the situation as and when required.

CITTI GROUP OF COMPANIES (MAGITA COSMETICS/CITTI SHOES/CITTI STEEL)

Branch Manager

Worked as **Branch Manager Admin**, Karachi Head Office October 2021 to Apr 2024

Responsibilities/Accomplishments:

- Streamlined and administered all routine activities of Citti Group of Companies, look after all branches of Citti Shoes and outlets of Magita Cosmetics in Karachi, Hyderabad, Ranipur, Lahore and Islamabad.
- Look after both factories in Lahore and Faisalabad in routine orders and cash flow.
- Look after all outlets and supply to various vendors/outlets of various brands prepared at company factories.
- Look after all logistics and maintenance work at all offices.

North Nazimabad Gymkhana Trust, Karachi, Pakistan

Worked as "**Chief Administrator & Secretary**", November 2019 – June 2021

Responsibilities/Accomplishments:

- Streamlined and administered all routine activities of Gymkhana and spearheaded 1600 members, while ensuring confidentiality of office records in accordance with company's standards, policies & procedures for smooth working

- Executed routine office administrative work, timely responded to calls from members, and addressed/resolved their problems. Adroitly collaborated with IMS and internal audit teams, while reviewing company's SOPs. Recruited employees & prepared documents of new hires, while ensuring safe custody and judicious use of direct charge items
- Skillfully coordinated with EOBI, Labor Department & Apprenticeship Directorate (Sindh Government) and all other govt. departments, including SBICA, Anti-Corruption Department and NAB for continuous process improvements

Major Achievements:

- Completed project of Kids Play Area in wooden theme that is state-of-the-art. Prepared 2 Cricket net practice
- Monitored and took over indoor sports complex comprising of Basketball, Badminton, and Squash Court
- Led renovation and up-gradation of kitchen and other projects at North Nazimabad Gymkhana, Karachi

Fauji Fertilizer Bin Qasim Limited, Karachi, Pakistan

Worked as "**b Executive HR**", September 2013 – September 2019

Responsibilities/Accomplishments:

- Planned, implemented & evaluated logistics, transportation, human resources, training & administration. Prepared yearly training calendar and maintained close coordination with local & out station trainers for professional training
- Utilized key skills in human resource management, talent acquisition, placement, life cycle and IT systems, while maintaining records. Aptly supported Head of HR in preparation of organogram of Fauji Fertilizer Bin Qasim Limited

Major Achievement:

- Monitored and supervised activities, and ensured computerization of all data of employees and their families.

PRIOR EXPERIENCE

- Worked at **Pak Army** on various positions in Pakistan (January 1987 – September 2013). Received Tamgha-E-Khidmat (Military Award). Participated in operations to clear Bajaur Agency from 2010 to 2013. Executed career planning of under command individuals. Rendered expertise in administration of establishments in terms of living accommodation of personnel, their clothing, food, transportation and training in required fields
- **Worked at CMH Peshawar** (Jan 2007 – Apr 2010). Handled administrative tasks and casualties. Served with Commandant CMH Peshawar in hospital administration during operations of Al Mizan against Taliban

PROFESSIONAL COURSES

- **Basic Trauma Life Support & Basic Cardiac Life Support**, CMH Peshawar (2008)
- **Position in Office Administration Course Serial 91 linked with Staff Duties, Military Law, Computer Skills with 73.44%**, Army School of Logistics, Kuldana, Murree

QUALIFICATION

- **Sindh University, Jamshoro, Pakistan** (2010)
MPA – Human Resource Management (GPA: 3.65)
- **Sindh University, Jamshoro, Pakistan** (2004)
M.A – Journalism
- **Islamia University, Bahawalpur, Pakistan** (2000)
B.A – Edn & Journalism