

Major (R) Ishfaq Ahmed

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Professional Summary

Dynamic and results-oriented Administration, Facilities, Operations and Security Management professional with over 25 years of leadership experience in the Pakistan Army, diplomatic mission and higher education sector. Expertise includes general administration, facilities management, security operations, logistics, HR administration, messing & lodging of large body of troops, procurement, transport management, compliance, risk management, budgeting and stakeholder coordination. Proven record of leading multidisciplinary large teams, optimizing resources, developing SOPs and delivering operational excellence.

Core Competencies

Administration Management • Facilities Management • Operations Management • Security Management • Physical Security • Risk Assessment • HR Administration • Procurement & Vendor Management • Asset Management • Fleet Management • Compliance • SOP Development • Emergency Response • Government Liaison • Team Leadership • Coordination • Managing large teams

Professional Experience

Assistant Director – NUTECH University (Feb 2024–Present)

- Direct administration, logistics and examination operations for 140 affiliated institutes.
- Coordinate with regulatory authorities and internal departments to ensure compliance and operational efficiency.
- Develop SOPs, supervise staff, optimize resources and support senior management decision-making.
- Coordinate facilities, procurement, transport and administrative services.

Security Manager – UAE Embassy (2023–2024)

- Managed embassy physical security, CCTV, access control and emergency response procedures.
- Conducted security risk assessments and implemented multilayered security measures.
- Supervised security personnel and coordinated with law enforcement and government agencies.
- Supported facilities administration, contractor coordination and security compliance.

Major – Pakistan Army (1999–2022)

- Directed administration and operations of military establishments, managing personnel, infrastructure and resources.
- Managed HR administration, office management, accommodation, welfare and documentation.
- Led facilities management including building maintenance, utilities, engineering support and infrastructure assets.
- Supervised procurement, inventory, warehouse operations and government assets.
- Managed transport fleet, budgeting, resource allocation and vendor/contractor coordination.
- Developed SOPs, administrative policies and compliance procedures.
- Planned and supervised installation security, access control, guard force management and emergency response.
- Conducted security audits, risk assessments and physical security inspections.
- Coordinated with government departments, civil administration, NGOs and UN-HABITAT during disaster response.
- Led multidisciplinary large teams and delivered leadership training and performance management.

Education

- M.Phil – Governance & Public Policy, NUML
- MA – International Relations, FUUAST
- BA – Arts, AIOU