

# CURRICULUM VITAE

## **Ex-Major Arshad Sohail Khan**

Principal Staff Officer to Vice-Chancellor  
Abdul Wali Khan University Mardan  
Khyber Pakhtunkhwa - Pakistan

Phone: (Off): 0937-9230570

Fax: 0937-9230571

Cell: 03335-88247

Email: [arshads644@gmail.com](mailto:arshads644@gmail.com), [ps@awkum.edu.pk](mailto:ps@awkum.edu.pk)

### **PROFILE**

Name:	Arshad Sohail Khan
Father's Name:	Jamshaid Khan
Date of Birth:	December 28, 1972
Place of Birth:	Swabi, KP, Pakistan.
Religion:	Islam
Nationality:	Pakistani
Permanent Address:	Village Kaddi, Tehsil & District Swabi, KP, Pakistan
Present Adds:	C/O Abdul Wali Khan University Mardan

### **PRESENT POSITION:**

**Principal Staff Officer to Vice-Chancellor, Abdul Wali Khan University Mardan**

### **KEY EXPERIENCE**

Above 14 Years professional experience, in Pakistan Army related to security, men Management, Administration and intelligence duties in different capacities such as Officer Commanding, staff Officer, security officer at the PM house / Army house, ADC with Director General, National Accountability Bureau (NAB) Balochistan and service in GHQ intelligence unit. I have been serving on various Administrative appointments for the past five years in Abdul Wali Khan University Mardan. Presently serving as Principal Staff Officer to the Vice-Chancellor.

### **EDUCATIONAL BACKGROUND**

- ❖ 2008 Master in International Relations, University of Balochistan.
- ❖ 1995 B.A Political Science and Histroy from Pakistan Military Academy Kakul.
- ❖ 1992 F.Sc Pre-Medical from Edwards College Peshawar.
- ❖ 1990 'O' Levels / Sensor Cambridge from Edwards College School Peshawar.

## **COURSES / TRAININGS / WORKSHOP**

- ❖ 2012 Administrative Training Course in Oxford University UK
- ❖ 2005 Qualified in Intelligence Course
- ❖ 2005 Qualified in VIP Protection / Security Course conducted by Counterterrorism Training Group US Government
- ❖ 2003 Qualified in Officers Graded Computer Training Course
- ❖ 2002 Qualified in Nuclear, Biological and Chemical warfare Course
- ❖ 2002 Qualified in Operations of war and small arms
- ❖ 1996 Qualified in Minor Operation of war and small arms
- ❖ 1995 Qualified in Basic Airborne (Parachute Jumps) Course

## **PROFESSIONAL CAREER**

- ❖ Serving in Abdul Wali Khan University Mardan since August 2009, presently performing duties of Principal Staff Officer to Vice-Chancellor.
- ❖ Intelligence and Security duties in a Military Intelligence Unit. (July 2004 to December 2008)
- ❖ Staff Officer in a Division in Okara/ Service in Infantry Regiment (1-10-2002 to 1-7-2004)
- ❖ Aid de Camp (ADC) / Security Officer with a General Officer in NAB Quetta and General Officer Commanding of Infantry Division (02-09-2000 to 16-10-2002)
- ❖ Men Management and Logistic Duties in Capacities such as Company Commander, Quartermaster in a Deployed Battalion ( 31-01-1999 to 01-01-2000)
- ❖ Security and Guard Officer at the Prime Minister House and Chief of Army Staff House / Service in Baloch Regiment (14-04-95 to 31-01-99)
- ❖ Training at Pakistan Military Academy Kakul (Abbottabad) (May 13, 1993 to April 13, 1995)

## **SPECIFIC KEY EXPERIENCES-SECURITY OFFICER**

- ❖ Provided security cover to VVIPs during indoor/outdoor functions
- ❖ Formulation of Site Security Plan (SSP) and Standing Operating Procedures (SOPs) for use during normal operations and during a security event or increased threat level.
- ❖ Provided guidance and advice to Senior Officers in order to implement the highest standards of safety and security
- ❖ Responsible for the overall maintenance and implementation of security procedures
- ❖ Organized and managed the protection of Office assets and personnel and report any incidents of concern
- ❖ Responsible for maintaining protocol and access for employees and visitors on site, including providing security briefings, training/organize training for personnel on security procedures, maintaining control of key/ access card distribution etc

- ❖ Act as the Coordination Officer for all personnel reporting an emergency or crisis situation, initiate the appropriate security measures and inform necessary parties back in HQ.
- ❖ Monitored the operational environment and provide updated risk assessments or security procedures as needed
- ❖ Participated in Crisis Management Team meetings and hold additional meetings as needed to update or upgrade security measures and practices
- ❖ Liaison with transportation and security personnel and monitor the performance of sister security companies, when appropriate
- ❖ Travel to operational areas to assist in the development of security plans and provide technical assistance where required

### **INTELLIGENCE DUTIES**

- ❖ Provision of pro-active intelligence information before every event
- ❖ Collection, Collation and timely dissemination of information about the peculiarities of the area and people before every visit / event
- ❖ Keeping close watch on the latest developments / happening in the country
- ❖ Investigation, interrogations and apprehension of suspects during various operations
- ❖ Disposal of petitions received from different quarters
- ❖ Oversee and supervisory duties over sister intelligence units

### **ADMINISTRATIVE DUTIES**

- ❖ Supervised and managed the office staff and ensured that there were clear and defined roles for each staff while working both in long and short term projects
- ❖ Maintained attendance, leave records, time records of staff and ensured that office discipline is maintained
- ❖ Maintained and upgraded employees personal files
- ❖ Advocated and promoted a healthy, creative and safe work environment
- ❖ Supervised drivers, peons, riders, telephone operator, sweeper etc. and ensured efficiency on their part
- ❖ Carried out travel arrangements including lodging and boarding of staff
- ❖ Managed the filing, storage and security of documents
- ❖ Performed any other work assigned by the Senior Officers
- ❖ Protocol duties at Airports

## REFERENCES

<p><b>Colonel Perviaz Ahmad</b> H. No. 5, St. 4, Safai Villas-1, Bahria Town, Rawalpindi</p> <p>Cell : 0302-5046086</p>	<p>Mr. Shakaib Ahmed Khan Senior Livelihood Officer, Provincial Earthquake Reconstruction And Rehabilitation Authority, Government of KPK Cell: 0314-9121139 E: <a href="mailto:shakaib122@yahoo.com">shakaib122@yahoo.com</a></p>	<p>Mr. Imran Hayat Khan Divisional Commercial Officer, Railway Station Rawalpindi.</p> <p>Cell: 0321-5003333 0333-5329999 E: <a href="mailto:Imranhayat76@hotmail.com">Imranhayat76@hotmail.com</a></p>
---	--	---