

Imdad Hussain
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Summary:

Highly experienced professional with diverse skills in administration, academic coordination, monitoring and evaluation, data entry, cash management, and storekeeping. Holds a recent Master of Library and Information Science degree. Demonstrated versatility and adaptability through various positions held in different sectors over a 20-year career.

Work Experience:

Senior Data Entry Operator

MicroMerger (Pvt.) Ltd - Peshawar
September 2020 to December 2021

- Collected accurate information on non-vaccinated children in the polio eradication program.
- Entered and verified data into the database, performed data analysis, and maintained documentation.
- Ensured data confidentiality and provided training to junior operators.

Temporary Tehsil Monitor

World Health Organization - Peshawar, Khyber Pakhtunkhwa
September 2015 to August 2020

- Conducted surveillance and monitoring of polio cases, visited health facilities and high-risk areas.
- Provided training to health workers and collaborated with community leaders to promote vaccination programs.
- Managed data collection, coordinated activities, and prepared reports.

Academic Coordinator

Fahim Model School and College - Peshawar, Khyber Pakhtunkhwa

July 2014 to February 2019

- Collaborated with teachers to develop the curriculum, supervised and supported teachers.
- Managed academic planning and assessments, communicated with parents, and organized staff development.
- Ensured compliance with school policies.

Personal Assistant/Admin

Sarhad Security Services PVT LTD - Peshawar, Khyber Pakhtunkhwa

January 2009 to June 2014

- Managed the CEO's calendar, made travel arrangements, handled communications, and coordinated meetings.
- Maintained confidentiality, conducted research, managed documents, and built relationships with stakeholders.

Sorter/Cashier

Allied Bank Limited - Peshawar, Khyber Pakhtunkhwa

January 2004 to December 2008

- Handled cash transactions, sorted currency, provided customer service, and maintained records.
- Ensured compliance and collaborated with team members for efficient operations.

Store Supervisor

Al-Ashraf Medical and General Store - Peshawar, Khyber

Pakhtunkhwa January 1998 to December 2003

- Managed a team, handled inventory, provided customer service, and ensured compliance and safety.
- Reported and documented operations and performed administrative

tasks. Education:

Master's Degree in Library and Information Science

Sarhad University of Information Technology - Peshawar, Khyber Pakhtunkhwa

November 2020 to May 2023

Bachelor's in Social Sciences

University of Peshawar - Peshawar, Khyber Pakhtunkhwa

February 2010 to September 2012

College diploma in Commerce

Government Commerce College - Peshawar, Khyber Pakhtunkhwa

September 1993 to August 1996

High school diploma or GED in Science

Board of Intermediate and Secondary Education Peshawar - Peshawar, Khyber Pakhtunkhwa

September 1991 to August 1993

Skills:

- Data entry
- Microsoft Office (Word, Excel, etc.)
- Communication
- Research
- Sales

Attributes:

- Extensive work experience in various roles
- Master's Degree in Library and Information Science
- Bachelor's Degree in Social Sciences
- College diploma in Commerce
- High school diploma in Science
- Fluent in English, Urdu, and Pashto
- Accuracy in collecting and entering data
- Data analysis
- Maintaining proper documentation
- Data confidentiality
- Training and supporting junior operators
- Surveillance and monitoring
- Providing training to health workers
- Collaborating with community leaders
- Managing academic planning and assessments
- Communication with parents
- Organizing staff development
- Managing CEO's calendar
- Travel arrangement management
- Handling communications
- Conducting research
- Managing documents
- Building relationships with stakeholders
- Cash handling
- Providing customer service
- Inventory management
- Team management
- Maximizing sales
- Ensuring compliance and safety
- Reporting and documenting operations
- Providing training and development
- Performing administrative tasks

Languages:

- English - Fluent
- Urdu - Fluent
- Pashto - Fluent

Certifications and Licenses:

Cardiopulmonary Resuscitation Certificate
August 2023 to Present
Cardiopulmonary resuscitation issued from First Aid
<https://www.firstaidforfree.com/>

Advance First Aid Certificate

August 2023 to Present
Certificate issued from First Aid
<https://www.firstaidforfree.com/>

Inventory Management Certificate
August 2023 to Present
Certificate issued from HP Life E Learning
<https://www.life-global.org>

Introduction to Digital Business Skills
August 2023 to Present
Certificate issued from HP Life E Learning
<https://www.life-global.org/>

Customer Relationship Management Certificate
August 2023 to Present
Certificate received from HP Life Organisation
<https://www.life-global.org/>

Foundational Level Course in Conversational English - The International English Language
Institute (December 1997 to present)

Skill Builder Level-1 Plus - Jubilee Life Insurance (November 2012 to present)
ESL Certification - The International English Language Institute (December 1997 to Present)
Driving License (Motorcycle+Motorcar/Jeep only) - Issued by government office (May 2018 to May 2023)

Links:

- Twitter: <http://twitter.com/imdadhussain1977>
- Facebook: <https://www.facebook.com/imdadhussain1977?mibextid=ZbWKwL>
- LinkedIn: <https://www.linkedin.com/in/imdad-hussain-a8675933>