

Imdad Hussain

Multilingual Professional with Master's in Library Science | Data Entry, Academic Coordination & Personal Assistance Expert

Peshawar, Khyber Pakhtunkhwa 25230

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Highly skilled and accomplished professional with a diverse background and extensive work experience in various roles, including Senior Data Entry Operator, Academic Coordinator, and Personal Assistant. Adept at managing and coordinating tasks across different domains, ensuring accuracy, confidentiality, and effective communication.

In my previous role as a Senior Data Entry Operator at MicroMerger (Pvt.) Ltd, I demonstrated exceptional attention to detail while collecting and entering data on non-vaccinated children in the polio eradication program. My expertise in data analysis and verification led to accurate and reliable information that played a crucial role in the organization's mission. Additionally, I actively mentored and provided training to junior operators, contributing to a skilled and efficient team.

As an Academic Coordinator at Fahim Model School and College, I effectively collaborated with educators to develop and implement a comprehensive curriculum. My strong leadership and organizational skills ensured seamless academic planning, assessments, and staff development. Moreover, I maintained open and transparent communication with parents, fostering a positive and productive learning environment.

In my role as a Personal Assistant at Sarhad Security Services, I successfully managed the CEO's busy schedule with exceptional proficiency, demonstrating my ability to prioritize tasks and ensure smooth operations. My competence in handling communications, coordinating meetings, and managing confidential information significantly contributed to the CEO's productivity and overall success. Additionally, my proactive approach to conducting research and maintaining documents further facilitated efficient decision-making processes.

Education-wise, I possess a Master's Degree in Library and Information Science, a Bachelor's Degree in Social Sciences, and a college diploma in Commerce. These academic achievements underscore my commitment to continuous learning and my ability to adapt to various professional environments.

As a motivated and adaptable professional with a strong track record of accomplishments, I am poised to contribute my diverse skill set and expertise to a challenging and dynamic role. My proven ability to excel in different capacities makes me a valuable asset to any team, ensuring optimal outcomes and success in any endeavor.

Overall, I am eager to leverage my qualifications and experience to make a positive impact in a new role, contributing to the growth and achievement of the organization's goals.

Willing to relocate to: Peshawar - - +923330983134

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.
 - 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. Ensured data confidentiality and provided training to junior operators.

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

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.

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

- Typing
- Data Entry
- Microsoft Excel
- 10 Key Data Entry
- Office Administration
- Word Processing
- Microsoft Word
- Multi-line Phone Systems
- Clerical Experience
- QuickBooks
- Communication Skills
- Microsoft Outlook
- English
- Databases
- Front Desk
- Research
- Computer Skills
- Accounting
- Phone Etiquette
- Transcription

Languages

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

Links

<http://twitter.com/imdadhussain1977>

<https://www.facebook.com/imdadhussain1977?mibextid=ZbWKwL>

<https://www.linkedin.com/in/imdad-hussain-a8675933>

Awards

Foundational Level Course in Conversational English

December 2017

Certificate awarded by The International English Language Institute

Skill Builder Level-1 Plus

November 2012

Certificate awarded by Jubilee Life Insurance

Certifications and Licenses

Motorcycle+Motorcar/Jeep only

May 2018 to May 2023

Driving license issued from government office

ESL Certification

December 1997 to Present

A certificate of Foundational level course in conversational English language issued by The International English Language Institute in December 1997.

Cardiopulmonary Resuscitation Certificate

August 2023 to Present

Cardiopulmonary resuscitation issued from First Aid

<https://www.firstaidforfree.com/?>

[page=wpcw_pdf_create_certificate&certificate=31547e520941f5e00079f99fe645fc6b](https://www.firstaidforfree.com/?page=wpcw_pdf_create_certificate&certificate=31547e520941f5e00079f99fe645fc6b)

Advance First Aid Certificate

August 2023 to Present

Certificate issued from First Aid

<https://www.firstaidforfree.com/?>

[page=wpcw_pdf_create_certificate&certificate=bbedc9bc808cda0278fc193c5010e588](https://www.firstaidforfree.com/?page=wpcw_pdf_create_certificate&certificate=bbedc9bc808cda0278fc193c5010e588)

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/>