Imdad Hussain

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Professional Summary

Multilingual professional with a Master's in Library Science and expertise in Data Entry, Academic Coordination, and Personal Assistance. Proven track record in roles such as Senior Data Entry Operator, Academic Coordinator, and Personal Assistant. Skilled in managing tasks, ensuring accuracy, confidentiality, and effective communication.

Work Experience

Academic Coordinator
Afridi Model School and College Bara Campus, Khyber Pakhtunkhwa
(January 2022 - December 2023)
- Coordinated academic activities, collaborated with educators, and ensured compliance with school policies.

Senior Data Entry Operator
MicroMerger (Pvt.) Ltd - Peshawar
(September 2020 - December 2021)
- Collected and entered accurate data on non-vaccinated children for the polio eradication program.
- Conducted data analysis, maintained documentation, and provided training to junior operators.

Academic Coordinator
Fahim Model School and College - Peshawar, Khyber Pakhtunkhwa
(July 2014 - February 2019)
- Developed and implemented a comprehensive curriculum, supervised teachers, and managed academic planning.

Personal Assistant
Sarhad Security Services PVT LTD - Peshawar
(January 2009 - June 2014)
- Managed CEO's schedule, handled communications, coordinated meetings, and maintained confidentiality.

Education

- **Master's Degree in Library and Information Science**
  - Sarhad University of Information Technology - Peshawar, Khyber Pakhtunkhwa
  - *(November 2020 - May 2023)*

- **Bachelor's in Social Sciences**
  - University of Peshawar - Peshawar, Khyber Pakhtunkhwa
  - *(February 2010 - September 2012)*

- **College Diploma in Commerce**
  - Government Commerce College - Peshawar, Khyber Pakhtunkhwa
  - *(September 1993 - August 1996)*

- **High School Diploma or GED in Science**
  - Board of Intermediate and Secondary Education Peshawar - Peshawar, Khyber Pakhtunkhwa
  - *(September 1991 - August 1993)*

Skills

- Typing
- Data Entry
- Microsoft Excel
- Office Administration
- Communication Skills
- Research
- Accounting
- Transcription

Languages

- English (Fluent)
- Urdu (Fluent)
- Pashto (Fluent)

Certifications and Licenses

- **Motorcycle+Motorcar/Jeep License**
  - May 2018 to May 2023
  - Driving license issued from government office

- **ESL Certification**
  - December 1997 to Present
  - Certificate in Conversational English from The International English Language Institute

- **Cardiopulmonary Resuscitation Certificate**
  - August 2023 to Present

- CPR certificate issued from First Aid [Link](https://www.firstaidforfree.com/?page=wpcw_pdf_create_certificate&certificate=31547e520941f5e00079f99fe645fc6b)

- **Advance First Aid Certificate**
  - August 2023 to Present
  - Certificate issued from First Aid [Link](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 [Link](https://www.life-global.org)

- **Introduction to Digital Business Skills**
  - August 2023 to Present
  - Certificate issued from HP Life E Learning [Link](https://www.life-global.org/)

- **Customer Relationship Management Certificate**
  - August 2023 to Present
  - Certificate received from HP Life Organisation [Link](https://www.life-global.org/)