

Imdad Hussain

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Profile

An experienced academic coordinator, data entry operator, and personal assistant with over 14 years of experience in diverse roles. Skilled in student assessment and providing comprehensive guidance for admission processes and SOP preparation for international studies. Proven track record in administrative coordination, academic management, and customer service across multiple organizations.

Education

Master of Library and Information Science and Technology
Sarhad University of Information Science and Technology, Peshawar
2020 – 2023 | CGPA: 2.74/4.00

Bachelor of Arts
University of Peshawar
2010 – 2012 | Second Division

Diploma in Commerce
Govt Commerce College, Peshawar City
1993 – 1996

SSC (Science Group)
Government Higher Secondary School No. 3, Peshawar City
1991 – 1993 | Second Division

Certifications

CPR & First Aid

Inventory Management

Digital Business Skills

Customer Relationship Management

Skills

Academic Coordination & Administration

Data Entry & Management

Personal Assistance

Student Assessment and Advising for International Studies

Developing Standard Operating Procedures (SOP) for Student Applications Abroad

Admission Process Guidance for International Universities

Digital Business Skills & Customer Relationship Management

Inventory Management & Record Keeping

Proficient in Microsoft Office Suite and Google Workspace

Professional Experience

Academic Coordinator | Afridi Model School and College, Bara Campus, Khyber District
January 2022 – December 2023

Managed academic programs, including student assessment and record keeping.

Provided guidance and advice to students regarding international study opportunities.

Developed SOPs for students applying to international universities and assisted with admission documents.

Facilitated the entire admission process, including documentation, application submission, and visa processing.

Senior Data Entry Operator | Micromerger Pvt Ltd
September 2020 – December 2021

Accurately inputted and maintained large volumes of data for various projects.

Ensured data integrity by performing quality checks and troubleshooting errors.

Office Coordinator | Fahim Model School and College, Sarband, Peshawar
July 2014 – February 2019

Led office administration and provided academic support services to students and faculty.

Managed daily operations, including data entry, record keeping, and handling student inquiries.

Assisted in student assessment, offering advice on academic progress and further study options.

Personal Assistant to the CEO | Sarhad Security Services Pvt Ltd
January 2009 – June 2014

Assisted the CEO with daily tasks, including meeting coordination, report preparation, and confidential data handling.

Managed communications, schedules, and administrative duties efficiently.

Languages

English

Urdu

Pashto

References

Available upon request.