



IBRAR HUSSAIN

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Professional Summary

Motivated and adaptable professional with over 15 years of diverse experience in warehouse management, administration, Human resource, and banking operations. Committed to organizational growth and societal betterment through teamwork, continuous learning, and efficient service delivery. Skilled in ERP systems, stakeholder engagement, and problem resolution.

Work Experience

The City School Abbottabad | Dec 2025 to till date

- Maintain and update student records and admission data in the system
- Organize and manage new admission files, ensuring completeness and accuracy of documentation
- Process student withdrawals and issue Transfer Letters and School Leaving Certificates through Oracle ERP
- Contact parents regarding pending fee payments and follow up with fee defaulters
- Handle incoming calls and respond to administrative and fee-related inquiries
- Provide accurate information on new admissions, including procedures and required documentation

Human Resource

Abbottabad International Medical College | Mar 2025- Nov 2025

- Managed employee onboarding documentation, arrival reports, and employment contracts.
- Maintaining personal files of employees, managing attendance, and databases.
- Ensure all candidates receive the appropriate feedback on their application promptly.
- Work closely with colleagues to create a strong team environment to support all recruitment efforts.
- Maintaining positive and effective working relationships within the department also with other departments.
- Ensure candidates' files are complete and the appropriate recruitment processes and procedures have been followed.
- Take necessary steps to keep documents in possession confidentially by not divulging information to irrelevant parties and by maintaining a secure record.
- Perform other applicable tasks and duties within the scope of knowledge, skills, and abilities as assigned.
- Responsible for greeting visitors, answering telephones, and filing documents.

Warehouse

Sui Northern Gas Pipelines Limited | May 2012 - Jan 2025.

- Utilized Oracle ERP to manage inventory and stock control, ensuring accurate tracking and reporting of warehouse stock levels.
- Coordinated with procurement and logistics teams to ensure timely delivery of materials, ensuring proper documentation and adherence to company procedure.
- Monitored and reported on inventory levels, stock movements, and material shortages.

- Collaborated with project engineers to resolve material-related issues and optimize pipeline construction.
- Oversaw the dispatch and shipping of materials, verifying accuracy of shipments and maintaining records of dispatched materials.
- Generated daily progress reports and monthly reconciliation reports, providing insights into warehouse operations and identifying areas for improvement.
- Promoted and maintained a safe and hazard-free workplace, adhering to company safety protocols and regulations.

Banking

Meezan Bank Limited- Muzaffarabad | Mar2011 - Apr2012

- Utilized banking software (T24) for transaction and document processing.
- Managed issuance of Term Deposit Receipts and cheque books.
- Oversaw daily voucher checks and maintained organized office records.
- Built strong relationships with clients, providing excellent customer service and addressing their banking needs.

Habib Bank Limited - Muzaffarabad | Dec2007 - Feb2011

- Led consumer finance collections and recovery operations.
- Conducted client visits and negotiated payment plans.
- Reduced outstanding balances through effective communication strategies.

Education

- Master of Political Science - Hazara University, Mansehra (Sep 2022 - Feb 2024)
- MBA - Finance - Hazara University, Mansehra (Mar 2005 - Jul 2007)
- Bachelor of Arts - Hazara University, Mansehra (Aug 2002 - Aug 2004)

Digital Skill

- Diploma in Information Technology
- ERP (Oracle), Banking Software (T24)
- MS Office

Certifications

- First Aid Training - SNGPL
- Collection Management Program - Habib Bank Limited
- Islamic Banking Program - Meezan Bank Limited

Key Skills

- Team Leadership & Collaboration
- Time Management & Multitasking
- Customer Service & Conflict Resolution
- Problem Solving Skills
- Discipline Management
- Relationship Building