



# AHMED M. ABDALLA

ADMINISTRATIVE ASSISTANT / ADMISSION SPECIALIST



## PERSONAL INFORMATION

NAME

Ahmed M. Adbdallah

DATE OF BIRTH

08/04/1990

NATIONALITY

Egyptain

## CONTACT ME

+971544977085  
+971522897915

## SOCIAL NETWORKS

✉ ahmed.moh.abdullah@gmail.com

in linkedin.com/in/ahmed-abdallah-530294214

## JOB EXPERIECES

### — HORUS UNIVERSITY IN EGYPT

ADMISSION AND REGISTRATION SPECIALIST  
01/2016 - 06/2021 ( EGYPT )

- Interviewing prospective students to determine their educational background, future goals, and objectives.
- Reviewing applications, transcripts, and other documents related to the student admissions process.
- Effectively respond to all prospective student inquiries.
- Counseling enrolled students on matters related to university life.
- Maintaining appropriate and accurate electronic and paper records of all student documents and applications.
- Helping to successfully transition students into their academic program.

### — NON STOP MARKETING MANAGEMENT

TELESALES AGENT  
07/2021 - CURRENT ( UAE )

- Assisted in resolving customer complaints/disputes.
- Provided information to customers.
- Monitored sales performance.
- Closed sales deals.
- Kept a record of calls and relevant details.

## EDUCATION

### BACHELOR'S DEGREE IN BUSINESS ADMINISTRATION - BUSINESS MANAGEMENT

25/09/2011 - 10/02/2015

Grade: 2.91/4 GPA

Delta University for Science and Technology

## PROFFESIONAL SKILLS

ADMINISTRATIVE WRITING	<div></div>
ADAPTABILITY	<div></div>
CONFLICT RESOLUTION	<div></div>
PERSUASION	<div></div>
CUSTOMER SERVICES	<div></div>
LEADERSHIP	<div></div>

## PERSONAL SKILLS

RESPONSIBILITY	<div></div>
SOCIABILITY	<div></div>
CREATIVITY	<div></div>
ORGANIZED	<div></div>
TEAMWORK	<div></div>
GOAL ORIENTATION	<div></div>

## LANGUAGES

ARABIC	MOTHER TONGUE
ENGLISH	NATIVE
FRENCH	BASIC COMMUNICATION SKILLS

## ABOUT ME

An expert at developing marketing materials and recruitment strategies that will attract the right sort of students. Reliable in effectively adjusting the admissions process for applicants. Acquired the ability to lead a team that attracts, recruits and maintains target student numbers, whilst at the same time respecting the vision of the facility and upholding and enhancing its reputation. In the current role, duties included responding to inquiries, interviewing prospective students over the phone or in person, conducting campus tours, and walking students through the entire enrolment process.