



AHMED M. ABDALLA

ADMINISTRATIVE ASSISTANT / ADMISSION SPECIALIST



PERSONAL INFORMATION

NAME

Ahmed M. Adbdallah

DATE OF BIRTH

08/04/1990

NATIONALITY

Egyptain

CONTACT ME

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SOCIAL NETWORKS

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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.

VOLUNTEER EXPERIENCE

UNICEF ORGANIZATION

BILINGUAL TEACHER (ARABIC - ENGLISH)
06/2012 - 09/2013

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 style="width: 80%;"></div>
ADAPTABILITY	<div style="width: 70%;"></div>
CONFLICT RESOLUTION	<div style="width: 60%;"></div>
PERSUASION	<div style="width: 50%;"></div>
CUSTOMER SERVICES	<div style="width: 40%;"></div>
LEADERSHIP	<div style="width: 30%;"></div>

PERSONAL SKILLS

RESPONSIBILITY	<div style="width: 90%;"></div>
SOCIABILITY	<div style="width: 85%;"></div>
CREATIVITY	<div style="width: 80%;"></div>
ORGANIZED	<div style="width: 75%;"></div>
TEAMWORK	<div style="width: 70%;"></div>
GOAL ORIENTATION	<div style="width: 65%;"></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.