

Imtiaz Ahmed Naseem

Admission Officer / Student Counselor



Personnel Information

Father Name : Talleh Muhammad Malik
Current Address : H/No-08, Street No-01, Rah-e-Sakoon Colony, in front of Rakhshinda Masjid, Near AWAN CNG, Adyala Road Rawalpindi
Contact No : +923015464939, +923205660235
E-mail : imtiaznaseem@hotmail.com

Profile

A dedicated and results-driven Admission Officer with over 5 years of experience in student counseling, admissions processing, and enrollment strategies. Proven expertise in guiding prospective students through the application journey, from initial inquiry to final decision, while providing personalized counseling to ensure a seamless and informed experience. Skilled in evaluating academic credentials, advising on program selection, and supporting students and families in understanding institutional requirements, deadlines, and financial aid options. Strong communicator with a passion for fostering diverse and inclusive student populations, while maintaining a high standard of integrity and professionalism. Adept at utilizing data and feedback to optimize the admissions process and enhance student satisfaction, with a focus on building lasting relationships that support both institutional goals and student success.

Work experience

Training Officer Pakistan Air Force
Illumine Training and Consultants, Islamabad

Career Counselor

- **Career Counseling & College Planning:** Assisted high school students in exploring post-secondary education options, including preparing for college entrance exams, writing personal statements, and identifying scholarship opportunities.
- **Social & Emotional Support:** Provided counseling and guidance on social, emotional, and academic challenges faced by students. Helped students develop coping strategies for stress, time management, and academic pressure.
- **Individual & Group Counseling Sessions:** Conducted individual and group sessions with students to address concerns such as college readiness, academic performance, and mental health.
- **Parent & Teacher Collaboration:** Communicated with parents and teachers to develop personalized academic and social-emotional support plans, fostering a collaborative approach to student success.

Admission Officer

- **Student Counseling & Guidance:** Provide one-on-one counseling to prospective students, helping them navigate the complexities of admissions, financial aid, and program selection. Assist students in identifying programs that align with their academic and career goals, ensuring a personalized experience throughout the admissions process.
- **Admissions Processing & Evaluation:** Review and assess student applications, including academic transcripts and other related documents. Make recommendations for acceptance or denial based on established criteria and institutional needs.
- **Information Sessions & Workshops:** Conduct information sessions, webinars, and workshops for prospective students and their families to answer questions regarding the admissions process, application requirements, and available resources.
- **Data Management & Reporting:** Maintain and update student records in the admissions database. Generate reports on application trends, enrollment metrics, and counseling outcomes to inform strategy and improve process efficiency.
- **Collaboration with Faculty & Staff:** Work closely with academic departments to ensure alignment between student interests and program offerings, and to support a smooth transition for admitted students. Participate in regular meetings to discuss recruitment strategies and institutional priorities.
- **Admissions Events:** Coordinate and assist with open houses, campus tours, and recruitment events, engaging with prospective students and families to provide an overview of campus life, academic offerings, and support services.

Education

Bachelor of Arts

Punjab University Lahore

Skills

Microsoft Office Suite
Inter-personnel Skills
Communication Skills
Problem Solving