



WAQAS AHMAD

Admission Officer

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Summary

I am a passionate and highly skilled individual with years of experience in educational consulting. As an Admission Officer, I successfully manage student applications, process registrations, and deliver informative sessions. My expertise in communication and organization allows me to enrich my skills while supporting students in their academic journey.

Experience

Focus Education Consultant

Pakistan

Admission Officer

09/2022 - Present

- Accepting and filtering student applications
- Assessing applications according to our eligibility criteria
- Organizing and filing of recruitment documentation
- Providing consultations with prospective students when requested
- Referring prospective students to specific program directors for additional information (when needed)
- Communicating with applicants about their application status, including acceptance or rejection
- Referring accepted students to scholarship and bursary information as applicable

Education

International Islamic University Islamabad (IIUI)

Islamabad, Pakistan

BS Economics

09/2019 - 05/2023

Frontier Crops Public School and College

Chitral, Pakistan

FSC

08/2016 - 04/2018

Languages

Urdu Native ●●●●●

English Proficient ●●●●●

Skills

Cricket • Hiking • Microsoft Office • powerpoint • Microsoft Word • power point • powerpoint • Skype • Urdu

Passions

★ Extracurricular Activities

Engaged in team sports and outdoor activities to maintain a balanced lifestyle and foster teamwork.