

ARSALAN AHMAD



JOB EXPERIENCE

ADMISSION INTERNEE

Nov 23– Dec-23

MOHI-UD-DIN ISLAMIC UNIVERSITY NERIAN SHARIF, AJ&K

Major Role & Responsibilities:

- Ensure Quality, Timeless and accuracy in entire process.
- Review and process student applications and documentation.
- Conduct interviews and assess candidates' suitability for admission.
- Provide information and support to prospective students and their families.
- Coordinate with other departments to ensure a smooth admissions process.
- Maintain accurate records and generate reports on admissions statistics
- Implement and acted in accordance with university information security and privacy policies.

ADMISSION INTERNEE

Nov 24– Dec-24

MOHI-UD-DIN ISLAMIC UNIVERSITY NERIAN SHARIF, AJ&K

Major Roles & Responsibilities:

- Recruitment and Enrollment Strategy.
- Application Evaluation and Decision Making.
- Leadership and Management
- Technology and Data Management.

EDUCATION

BACHELORS OF SPORT SCIENCE

2024

MOHI-UD-DIN ISLAMIC UNIVERSITY NERIAN SHARIF, AJ&K

Major Subject: Sports Science & Physical Education

HIGHER SECONDARY SCHOOL CERTIFICATE

2020

AJK BISE MIRPUR

Major Subject: Arts and Humanities

SECONDARY SCHOOL CERTIFICATE (SSC)

2018

AJK BISE MIRPUR

Major Subject: Science

CERTIFICATIONS

- ❖ Convocation Organizer at MIU 2021,22,23
- ❖ Sports Organizer at MIU 2021,22,23,24
- ❖ Participation and organizer of 2nd and 3rd international Conferences on emerging trends
- ❖ Certificate of international rugby coach training
- ❖ Participant in kamyab jawan national games event in 2022



SUMMARY

I am a dedicated, organized and methodical individual. I have good interpersonal skills. I am an excellent team worker and am keen and very willing to learn and develop new skills. I am reliable and dependable and often seek new responsibilities within a wide range of employment areas. I have an active and dynamic approach to work and getting things done.



CONTACT



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Trarkhel Azad Kashmir



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SKILLS

- Microsoft Office
- Problem Solving
- Communication Skills
- Public Dealing
- Good in achieving given tasks
- Leadership Skills
- Committed and Dedicates to profession
- Capable to work in Multi-culture and Multi-ethnic environments.
- Stage Secratry
- Friendly and Open Minded
- Technical Report Writing



LANGUAGES

Urdu



English



Arabic

