**MOHAMED IBRAHIM BAKHEET**

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**Objectives:**

**To take up a challenging position and to be integral part of growth-oriented organization and be a part of aspiring team.**

**Achieve the goals by adopting the mission and vision for the organization and the team. Making a differences by delivering good with quality and to the satisfaction, meeting the deadline wherein I can consolidate upon my vast experience in the field of Education, Sales & Marketing, Customer Service, Administration and logistic to contribute to the Organization’s profitability.**

**Experience & Career History:-**

With 15 years of experience out of it 10 years in education sector at (Al Ghurair University - as Head of Admission Office my career background can be illustrated as:

* **From 1998 to 2002**. :-

I Work for Zenith General Land Transportation Company, UAE, Dubai as transport and logistics Officer my tasks can be elaborate as:

* Al clerical work related to transport and logistics such as:

 Preparation the entire document related to goods shipment, dealing with the Dubai customs department related to logistics and loading business papers work and demand for facilities the shipping of goods and containers shipment to different destination.

* Heavy equipment leasing business paper related works such as:

 Preparation of long and short-term contracts, following up operation and service process, quality control process

* **From May 2002 to May 2009:-**

Work for the Al Ghurair University, I start my career as Education information officer, Admission officer, acting head of admission office and Head of the admission & Recruitment office performing the following responsibilities:

**Administrative Work:-**

1. Attending to all sort of inquiry , walking , telephonic, emails
2. Do the process of advising about the admission process to the potential students for admission
3. Data entry of student application form of the students to the system of the admission ( Oracle system )
4. Assembling admission Inquiry data and do the follow-up process
5. Participate in the process of admission office budget preparations
6. Participate in making the admission office report

**Students Recruitments activities including:**

1. Schools Contact for visits arrangement
2. Attend schools university open day
3. Participate in educations exhibition
4. Logistics and Management.
* **From May 2009 up to Feb. 2014**

**Head of Admission & Students Recruitment office :-**

**As Head of Admission Office (**consist of 3 Staff**)** handling all the matters related to students Admission, student’s recruitment process to the University Programs such as:

* Supervising the preparations and executing of annual marketing plans for the admission office
* Supervising the preparations and executing of annual budget for the admission office
* Supervising the procedures of exhibition including : space allocations, stand design , execution process of the stand and executing of the same
* Supervising and Conducting Seminars and presentations to the high School students orienting them about the University admission procedures
* Supervising and executing the procedures of promoting the University academic programs by making use and dealing with all Kinds of Media & Advertisements agencies such as : (TV, News Papers, and Magazines)
* Supervising and executing the procedures of preparation annual media plan
* Supervising and executing the annual open day for the newly admitted students
* Representing the University in the following Education Exhibitions:
1. Gulf Education & Training Exhibition( GETEX) session 2004 to 2011
2. Sharjah Education Show session 2005 to 2011
3. Education& Training Exhibition (EDUTEC) (Najah) Abu Dhabi session 2004 to 2011
4. Al Ain Education & Training Exhibition session 2009 to 2011
5. Fujirah Education Show session 2005 to 2010
6. Middle East Education & Training Exhibition ( KSA- Jeddah ) session 2008
7. Saudi Training & Employment Exhibition( KSA Dharan) session 2008 /2009

 **Administrative duties:-**

* Co-ordinate office administrative works
* Delegate work to the junior administrators and oversee their performance
* Assemble data of students and maintain periodic reports
* Ensure deadlines are met pertaining to students’ admissions and encourage my subordinate in meeting deadlines.
* Co-ordinate all works pertaining to the visa formalities for International students and facilitate their enrollment process without difficulties.
* Assemble data of students enquires and ensure their registrations and follow up at regular intervals
* Dealing with all the Media Advertisements Agency, in the matter related to advertisement price fixation and PR consultancy
* Representing the admission office in all meetings with other units of the University

**Admission office duties:-**

* Ensure that the admitted students their certificates is genuine and as per the University admission Policy
* Ensure that the admitted students their data entered in the system
* Ensure that the admitted students having their document completed as per the

 University admission policy

* Attend to all sort of admission quarry direct , telephonic conversation, electronic emailing system

**Education qualification:-**

* **Master Degree Program in Project Management : Al Ghurair Univesity,Dubai ,UAE**
* **Bchelore Degree Program of Arts**

From Mohan Lala Sukhadiya University, udipur, India. **Spiclaized in**:

* **Public Administration**
* **English Literatures**
* **Sociology**

Diploma in Hotel Administration Feb.1992 – 23rd Oct. 1992. Khartoum – Sudan

Diploma in Computer Applications 11.07.1994 – 20.09.1995 Udaipur India

***Personal Information***

Birth: July 197

Nationality: Sudanese

Social Status: Divorced

**Language:**

English : fluently Speaking /Reading/ writing

Arabic : fluently: Speaking /Reading/ writing

Fir in ( France /Urdu / Hindi speaking only)

German Language (A2)

**Computer Skills:**

Microsoft Windows XP, 7, 10

Microsoft Word

Microsoft Excel

Microsoft Power Point

Oracle System

**Provisional Strengths & Special Skills:**

* I have Vast event management experience
* I have vast knowledge about rules and regulation of Ministry of Higher Education pertaining to student admission, & international students admission
* I have wide range of knowledge of Marketing in the education field and its techniques with and international student recruitment
* Highly developed analytical and interpersonal skills combined with the ability to effectively manage and prioritize a heavy workload with a strong deadline orientation.
* Ability to multi-task works and manages multiple projects simultaneously while delivering high quality work with a strong attention to detail.
* Dynamic Personality - Team Player
* Ability to coordinate a number of task simultaneously and to work with team or on own initiative and independence.
* Good communication skills multilingual- Arabic, English, Hindi, Urdu, German
* A proactive, well organized, focused, team player, work smartly, efficient, reliable, system oriented and committed professional, with extensive expertise and experience in management, administration, sales and marketing, research, handling customers and community development in multinational a and multicultural environment
* Team Leader-Self Motivated
* Target Oriented.
* Valid Driving License and own **Car.**

**References:**

**Available upon request**