

# FARSHAD KHAMOSH

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## Objective:

I am an experienced manager with a keen interest in business and management. I am seeking to enroll in the MSc Management program at the University of Chester to deepen my understanding of business and management principles, particularly the program's emphasis on real- world challenges. With my strong leadership, communication, and problem-solving abilities, I am confident that my professional experience makes me an excellent candidate to flourish in the program and contribute significantly to the field of finance and management.

## Education:

**High School** | Qale Kashef High School |

**Bachelor of Bunisness Administration** | Khurshid Institute of Higher Education |

## Work Experience:

**Assistant Manager at MELI (Muslim English Language Institute)**  
**[January 2019 - June 11, 2023]**

### Duties and Responsibilities:

- Assisted the Manager in overseeing the overall operations of MELI, ensuring the smooth functioning of the institute and adherence to established standards.
- Supervised and trained MELI's staff of instructors and administrative personnel, providing guidance and feedback to enhance their effectiveness in delivering quality English language education services.
- Contributed to the development and implementation of MELI's marketing and enrollment strategies, aiming to attract new students and expand the institute's reach.

- Monitored and analyzed MELI's financial performance, preparing reports and insights to inform decision-making and enhance financial stability.
- Maintained positive relationships with MELI's partner schools, institutions, and community organizations, fostering collaborations and partnerships for mutual benefit.
- Resolved student grievances and concerns promptly and professionally, upholding MELI's commitment to customer satisfaction.
- Ensured compliance with all relevant educational regulations and industry standards, maintaining a secure and ethical learning environment.
- Coordinated effectively with MELI's administrative and support teams, ensuring seamless collaboration and cross-departmental synergy.

### **Manager at MELI (Muslim English Language Institute) [June 12, 2023 – Present]**

- Oversaw the overall operations and strategic direction of MELI, ensuring the institute's continued growth and success.
- Lead MELI's team of instructors and administrative staff, providing motivational leadership and guidance to foster a high-performing and engaged workforce.
- Developed and implemented comprehensive marketing strategies to attract new students and expand MELI's student base.
- Managed MELI's financial resources effectively, ensuring sound financial management and growth.
- Promoted MELI's brand and identity through strategic outreach initiatives and partnerships.
- Maintained strong relationships with partner schools, institutions, and community organizations to enhance MELI's network and influence.
- Championed MELI's commitment to quality education and customer satisfaction, ensuring a positive learning experience for all students.
- Represented MELI in organization events and conferences, showcasing MELI's expertise and achievements in the English language education sector.

- Actively engaged in professional development opportunities to maintain a high level of expertise and enhance MELI's operations.

**Skills:**

- Excellent leadership and management skills
- Strong analytical and problem-solving abilities
- Effective communication and interpersonal skills
- Proficient in Microsoft Office and QuickBooks
- Fluent in English, Dari, and Pashto

**References:** Available upon request.