

Haitham Mohamed Reda

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Dear Hiring Manager,

I am writing to express my interest in any opportunity that aligns with my background as a Registrar, Student Affairs, and Alumni Specialist. With over six years of experience in academic records management, student services, and regulatory compliance, I bring a proven track record of operational excellence and student-centered service.

Throughout my career at Canadian International College, I have successfully managed end-to-end student registration processes, ensured compliance with ministry regulations, and maintained accurate records using systems such as PowerCampus and ministry databases. My role has involved close coordination with academic departments, ministry officials, and international partner universities—skills that would allow me to quickly contribute to any academic or administrative team.

In addition to my technical and regulatory skills, I take pride in my ability to lead process improvements, train team members, and maintain the highest levels of confidentiality and professionalism. I am confident that my analytical approach, attention to detail, and communication abilities would make me a valuable asset to your organization.

I welcome the opportunity to discuss how I can contribute to your team and support your goals. Thank you for considering my application.

Sincerely,

Haitham Mohamed Reda