

# **Khushba Ahmed**

**Internship Placement Coordinator**

**ahmedkhushba@gmail.com | Mobile: 020 4008 6953**

Auckland, New Zealand | NZ Resident Visa

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## **PROFESSIONAL SUMMARY**

Student-focused tertiary education professional with proven expertise in academic coordination, compliance, and learner support. Currently serving as Internship Placement Coordinator at AIS, I oversee the full internship lifecycle for IT, Business, and MBA students, ensuring alignment with academic programme requirements and institutional standards.

Skilled in guiding students through academic processes, maintaining accurate records, liaising with academic leadership, and delivering clear, empathetic communication. Known for organisational discipline, proactive relationship management, and a commitment to student success.

Now seeking to contribute my coordination and education administration strengths to NZTC as an Enrolments Advisor.

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## **KEY SKILLS**

- Student Relationship Management & Academic Support
  - Tertiary Education Administration
  - Documentation & Compliance (NZQA-aligned)
  - Data Entry & Record Management
  - Reporting & Tracking
  - Cross-Team Coordination
  - CRM & Student Management Systems
  - Microsoft Office Suite
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## **PROFESSIONAL EXPERIENCE**

**Internship Placement Coordinator**

**Auckland Institute of Studies (AIS) — Feb 2025 to Present**

- Serve as the *primary point of contact* for students completing the internship component of their academic programmes.

- Guide learners step-by-step through internship requirements, documentation standards, approvals, deadlines, and compliance expectations.
  - Maintain accurate records for each student, ensuring documentation meets internal and NZQA-aligned academic standards.
  - Communicate proactively with students via email, phone, and meetings to ensure clarity, confidence, and smooth progression.
  - Coordinate closely with Academic Coordinators, Programme Manager, and HODs regarding student placement readiness, concerns, and academic requirements.
  - Update internal systems with internship data, milestones, approvals, and completion outcomes.
  - Prepare ad-hoc and scheduled reports on student placement progress and internship completion.
  - Support students from diverse backgrounds with patience, empathy, and cultural understanding.
  - Promote a student-first environment by resolving issues quickly and proactively providing needed information.
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### **Software Developer | IT Administrator | Teaching Assistant (Earlier Roles)**

Bangladesh, Japan & NZ — 2017 to 2025

- Developed software applications using PHP, Laravel, JavaScript, and modern web technologies.
  - Provided technical support, troubleshooting, and IT administration.
  - Supported academic activities, student communication, and marking workflows.
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### **EDUCATION**

#### **Bachelor of Science in Computer Science**

BRAC University

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### **REFERENCE**

Available upon request