

# Ali



## Job Title

Senior Admin Officer

## Age

45 to 54 years

## Highest Level of Education

Doctorate (e.g. PhD, EdD)

## Social Networks



## Industry

Finance

## Organization Size

11-50 employees

## Preferred Method of Communication

- Phone
- Email
- Text Messaging
- Social Media

## Tools They Need to Do Their Job

- Reporting Software
- Business Intelligence Dashboards
- Project Management
- Email
- Accounting and Bookkeeping Systems

## Job Responsibilities

check students and teachers record

## Goals or Objectives

to lead the entire staff effectively

## Reports to

President

### **Biggest Challenges**

- Communication
- Project Management & Disorganization
- Problem Solving & Decision Making

### **They Gain Information By**

Gain information from students and teachers