



ZAINAB ANJUM

— SENIOR ADMINISTRATOR

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- 📍 Karnataka, Bangalore, India

PROFILE

Senior Administrator with 5 years of extensive experience in overseeing organizational operations, optimizing processes, and driving strategic initiatives. Seeking a leadership role where I can leverage my expertise to facilitate efficiency, foster growth, and propel the organization towards excellence.

EDUCATION

2015 - 2018
AL AMEEN ARTS, SCIENCE &
COMMERCE COLLEGE

- Bachelor of Science

2013 - 2015
BET PU COLLEGE

- 2nd Pre University

SKILLS

- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking
- Coaching

LANGUAGES

- English (Fluent)
- Kannada
- Hindi

CAREER HISTORY

Iqra International School (iGCSE) 2019-2024
Admissions Officer and Senior Administrator

- Evaluation and process of admissions applications according to established guidelines and criteria.
- Conducting interviews with prospective students to assess their suitability for admission.
- Providing information and guidance to prospective students regarding admissions procedures, academic programs, and campus life.
- Collaboration with academic departments and administrative staff to ensure smooth admissions processes.
- Management of admissions databases and maintained accurate records of applicant information.
- Participation in recruitment events and represented the institution at college fairs and high school visits.
- Assistance in developing and implementing strategies to increase student enrollment and meet institutional goals."

Asian Diagnostics 2018-2019
Junior Microbiologist

- Conducted microbiological testing and analysis in a laboratory.
- Assisted senior microbiologists in research projects and experiments.
- Contributed to maintaining laboratory equipment and ensuring compliance with safety protocols.
- Collaborated with team members to achieve project goals and objectives.

ACHIEVEMENTS

- Increased student enrollment through the implementation of targeted marketing strategies and outreach programs.
- Streamlined the admissions process, reducing turnaround time and improving overall efficiency.
- Developed and implemented comprehensive training programs for admissions staff, resulting in enhanced customer service and higher applicant satisfaction ratings.
- Spearheaded the transition to a digital admissions system, reducing paperwork and manual errors while improving data accuracy.
- Successfully managed large-scale admissions events, such as open houses and campus tours, attracting record attendance and engagement.
- Received recognition for outstanding contributions to the field of higher education and appreciation from institution leaders.