

# Alli Abdulquadri

Lagos, Nigeria | [Phone](#) | [Email](#)

## EDUCATION

Ahmadu Bello University – Zaria

Nigeria

Bachelor of Arts, Educational Administration  
(B.A)

## WORK EXPERIENCE

### GMC Industries

### Remote (US) Lead Generation Specialist

Sep 2025 - Nov 2025

- Generated, verified, and organized business leads from multiple online sources.
- Drafted and sent professional outreach emails to potential clients, partners, and organizations.
- Managed follow-up sequences to improve response and conversion rates.
- Created categorized lead sheets to track prospects, engagement status, and contact results.
- Extracted details from customer inquiries and documented them into structured spreadsheets.
- Improved the outreach process by developing reusable templates for cold emails and follow-ups.
- Ensured accuracy and clarity in communication across all email correspondence.
- Supported teams by providing daily lead updates, summaries, and performance reports.

### Lagos State Ministry of Education

### On-site (NG) ADMIN OFFICER

Feb 2000 - May 2020

- Organized and maintained filing systems for confidential documents, reports, and correspondence.
- Sorted, distributed, and tracked incoming mail to appropriate departments.
- Assisted in preparing monthly financial reports, expense summaries, and budget data.
- Prepared and distributed agendas, minutes, presentations, and briefing documents for key meetings.
- Updated spreadsheets and internal systems with accurate administrative data.
- Managed calendars, appointments, and schedules to support leadership.
- Developed improved filing structures that increased document retrieval efficiency.
- Ensured compliance with organizational administrative procedures.
- Provided assistance for special projects and departmental initiatives.
- Supported management during decision-making by generating structured daily reports.
- Improved cross-department communication to streamline information flow.
- Trained new administrative staff on documentation standards and office processes.

## PROJECTS

### Lead Documentation Optimization Project

- Converted scattered lead information into a structured database for easy tracking.
- Implemented tagging and categorization (industry type, priority level, response status).
- Reduced lead-tracking errors and improved overall workflow efficiency.

### Email Outreach Automation Project

- Designed email templates for cold outreach, follow-ups, and client inquiry responses.
- Organized multi-step outreach processes that improved engagement.
- Created spreadsheet-based reporting dashboards for tracking open rates and engagement.

### Office Digitization & Record Modernization Project

- Digitized old administrative files into searchable digital folders.
- Introduced consistent naming conventions and improved data retrieval.
- Trained colleagues on updating digital records.

### Communication & Report Improvement Initiative

- Developed internal communication templates for memos and departmental updates.
- Produced daily and weekly summary reports that improved leadership decision-making.

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## SKILLS & INTERESTS

### Skills

Communication & Customer Service, Documentation & Record Control, Lead Generation & Email Outreach, Personnel & Office Management, Problem-Solving & Critical Thinking, Calendar & Schedule Coordination, Budget Adherence & Data Entry, Teamwork & Collaboration, Relationship Building, Training & Coaching

### Interests & Hobbies

Continual Learning | Reading | Personal Development | Email Communications | Organizational Improvement