

ALLI ABDULQUADRI

Lagos, Nigeria | [Whatsapp](#) | [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
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- 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 followups.
 - Ensured accuracy and clarity in communication across all email correspondence.
 - Supported teams by providing daily lead updates, summaries, and performance reports.
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Lagos State Ministry of Education	On-site (NG) ADMIN OFFICER	Feb 2000 - May 2020
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- 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.
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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.

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