

Yusra Ahmed

ADMINISTRATIVE PROFESSIONAL | CONSULAR SERVICES SPECIALIST

PROFESSIONAL EXPERIENCE

ADMINISTRATIVE OFFICER

General Consulate of Ethiopia | 10/2022 - Present

Jeddah, KSA

- Guided over 500 visitors through consular processes, ensuring accuracy and positive experiences.
- Drafted official letters to concerned parties, ensuring clear communication and proper representation.
- Supported the labor department in managing recruitment and ensuring safe worker transactions.
- Verified documents like contracts to ensure legal compliance.
- Helped resolve disputes related to labor and consular matters efficiently.

TEACHER

EIS | 03/2017 - 10/2018

Jeddah, KSA

- Taught subjects clearly while following school guidelines.
- Collaborated with teachers, staff, and parents to support student success.
- Guided students in core concepts and subject knowledge.
- Improved student performance by implementing innovative teaching methods, resulting in a 20% increase in test scores.

SALES REPRESENTATIVE

AL HARTHI EXHIBITION HALL | 06/2016 - 07/2016

Jeddah, KSA

- Built strong customer relationships, resulting in repeat business and positive referrals for future events.

CONTACT

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Jeddah, KSA

PROFESSIONAL SUMMARY

Dedicated administrative professional with extensive experience in consular services, administrative operations, and customer relations. Adept at managing document verification, resolving disputes, and ensuring efficient processes in high-pressure environments. Known for strong organizational skills, effective communication, and a proactive approach to problem-solving. Seeking a role within embassies or consulates to leverage my skills in fostering smooth operations and delivering excellent service.

EDUCATION

Bachelor in **Information Technology** (With Honors)

Addis Ababa Institute of Technology | 2017-2021

TECHNICAL SKILLS

Administrative Skills: Document management, Expertise in resolving labor disputes diplomatically to maintain positive relationships, recruitment processes, and official correspondence.

Technical Skills: JavaScript (Node.js, Next.js, React.js), HTML5, CSS, Flutter.

Soft Skills: Fast learner, attention to detail, ability to work under pressure, teamwork.

Languages: English (Fluent), Arabic (Proficient), Amharic (Native).

TECHNICAL PROJECTS

Portfolio Website: Built a responsive portfolio website that showcases my projects and received praise from peers for its sleek design and usability.

Final Year Project: Designed and implemented an advanced software solution as part of my degree requirements, demonstrating expertise in programming, problem-solving, and project management.

INTERESTS

- Cultural exchange
- Technology-driven solutions
- Community outreach initiatives
- Language learning.