

MOHAMMED ASHFAQ KHAN

STUDENT RECRUITER & ADMISSIONS OFFICER

Professional Summary

International Student Recruiter and Admissions officer with 6 years of experience recruiting students. Driven to help students achieve success by providing guidance on higher education choices and life planning. Consistent in meeting the established goals.

Work History

University of Bolton UK - Senior Student Recruiter & Admissions Officer - Bengaluru - South Asia

03/2021 – Current

- Recruited 220 students alone for the primary intake
- Cold called consultants across South Asia and on boarded 180 consultants
- Assist with overall student recruitment efforts to increase the number of applicants to the University
- Enrolled the most talented students.
- Assist with the review of international applications for admission
- Maintain high level of customer service and student retention rate
- Manage recruitment and admissions within assigned territories
- Review applications and make decisions using University criteria
- Contact prospective & offer holder students via email and phone calls.
- Willingness to work flexible hours including nights and weekends
- Planning and implementation of recruitment events
- Efficiently manage leads in CRM system
- Oversees admissions process and committee work
- Speak publicly to individuals, groups and parents
- Manage & build partnerships with Consultants, Agents, Schools & Universities
- Provide course related or entry requirements of the University to the Students
- Set own work schedule and Event Development strategies to attract and retain prospective students

Kings College London - Senior Student Success & Enrolment Advisor - Global

07/2018 - 08/2021

- Assessed student interests and skills and provided strategic information about pursuing suitable courses.
- Collaborated with parents, school faculty and social workers to address problems and grow student success.
- Educated students on college admissions process and scholarship requirements.
- Explained institution's fee structure, amenities, courses offered to prospective students and parents.
- Answered phones, called prospects and handled email contacts for applicants.
- Developed and maintained business relationships with referring agencies to increase business opportunities.

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📍 Bengaluru, Karnataka
560001

Skills

- Brand Promotion
- Student Recruitment
- Decision-Making
- Reliability
- Problem-Solving
- Relationship Building
- Teamwork and Collaboration
- Multitasking Abilities
- Student assessment
- Admissions
- Student Support
- Organizational Skills

Education

01/2014

University of South Wales
United Kingdom
MBA

01/2010

Baldwin Methodist College
Bengaluru
BCom

01/2007

Baldwin Methodist College
Bengaluru, KA
Pre-University

04/2007

Jagadish Air Travel Institute
Bengaluru
High School Diploma

Travel Desk India Pvt Ltd - Senior Customer Service Representative Bengaluru, India

04/2015 - 06/2018

- Provided customers with best deals and well-researched travel options, successfully negotiating rates while improving customer satisfaction ratings.
- Provided exemplary customer service to new and existing clients, which helped build lasting relationships and secure new travel assignments.
- Supervised payments via credit and debit cards and handled sensitive information with professionalism and discreteness.
- Updated and maintained customer databases to increase customer retention.
- Organized memorable and exquisite travel itineraries and vacations for high-level clients, celebrities, politicians, and business executives.
- Processed customer service orders promptly to increase customer satisfaction.
- Trained new personnel regarding company operations, policies and services.

Languages

English

Bilingual or Proficient (C2)

Hindi

Upper intermediate (B2)

Kannada

Bilingual or Proficient (C2)

Urdu

Bilingual or Proficient (C2)

06/2005

Quwathul Islam School of Computer Education

Bengaluru, KA

Diploma in Computer
Applications

06/2005

Quwathul Islam High School

Bengaluru, KA

Secondary School

Certifications

- General Data Protections Regulation (GDPR) Course - 30 Days
- Global Distribution System (GDS) Flight reservations - 20 Days

Awards

- Best employee award for excellence in work
- Achieved best vendor contribution award
- Rated as the only best coordinator by the top rank officer for the services offered