

ABDUL RAHMAN BALKHI

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Riyadh, Saudi Arabia

EDUCATION

University of Cyberjaya

Master of Business Administration
2019-2020
CGPA 3.68/4.0

Kardan University

Bachelor of Computer Science
2011-2015

SKILLS

Operational Management

Leadership

Exam Management

Business Development

Administrative Management

Training Skills

Microsoft Skills

Sales Skills

Marketing Skills

OBJECTIVE

To excel my skill in the best possible way for achieving the employer's goal and utilize all skill, abilities and talents to the fullest in order to contribute serve betterment of the employer.

WORK EXPERIENCE

Exam Supervisor

British Council 2020 – Present

Controlling and responsible for the all venue activities during the exam. However, following the exam board terms and condition, and fulfil the requirement of the British Council and Exam boards.

- Exam Venue Setup
- Controlling the sessional and confidential material
- Filing daily report
- Packing and dispatching the paper to the exam board

President of Student Council

University of Cyberjaya 2019-2020

Serving as an advocate for the student body through representation to the institution's Strategic Leadership Team (SLT). However, Developing and maintaining the positive relationships with the student body through availability, accountability, creativity, credibility, and confidentiality. Besides, Assess, facilitate the Student Council Members and Directors in their activities and implementation of events.

Admin and Sales

Rawan Turkish Co.LTD 2016 – 2019

Responsible for all admin work include providing daily, weekly, and monthly sales report. Besides, distribute, store correspondence, and following the requests of clients.

- Answering the queries.
- Coordinate reaching Sales target.
- Update office policies as needed

District Coordinator and School Principle

Ministry of Education (Balkh) 2015 – 2016

Coordinate with the Balkh Presidency of Education in planning, and training for school teachers to increase the quality of teaching. Besides, acting as the first person to run daily school operation, and manage the high standard quality.

EXPERTISE

Building Organizations
Strategic Planning
Client Management
Social Percetiveness
Business Development
Organizational Skills
Information Ordering
Project management

AWARDS

University Of Cyberjaya
2020

INTERESTS

Travelling
Reading
Playing Football
Searching over Internet
Picnic and Cooking

WORK EXPERIENCE

Database Assistant

Salam University 2012 – 2013

Coordinating the Database Manager in his daily work. Besides, coordinating with faculty members in preventing and revoking the right to enter to the university's database.

- Data entry
- Daily, monthly, and yearly report
- Coordinate with the faculty stuff in usage of database

Cashier

Afghanistan International Bank 2009 – 2010

Working as a frontline of bank operation with customers.

- Cash Withdrawal
- Cash deposit
- Paying customer cheques as per their requests
- Preparing daily, weekly, and monthly report
- Keep tracking of petty cash

REFERENCES

Professor Dr Mohammad Ismail Labib

President of Salam University

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Professor Dr Mudiarasan

Faculty Dean

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