



NAKHLAH
Educational House For Islamic Grooming

Job Title: Executive (Admission)

Roles and Responsibilities

1. To keep updated report on students' capacity of each campus.
2. To respond enquiries of admission and follow up.
3. To check and verify student's documents of new admissions.
4. To arrange admission tests.
5. All other tasks as assigned by management.

Knowledge and Skills Requirement

1. Positive attitude and good interpersonal skills.
2. Self-motivated, independent and proactive.
3. Able to work under stress to meet tight deadlines and handling multiple tasks.
4. Good time management and organizational skills.
5. Good computer skills.
6. Proficient in Microsoft Office 2010.

Experience

One year relevant experience.

Educational Qualification

Preferably Masters

Minimum Bachelors