

SHUHAIB IBRAHIM



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PROFESSIONAL SUMMARY

Organized and motivated academic professional with a strong background in teaching, coordination, and administrative support. Experienced in managing academic programs, assisting with admissions, and guiding students toward their academic goals. Skilled in using digital and educational tools to improve learning and streamline operations. Recognized for clear communication, teamwork, and a dependable approach to handling diverse responsibilities. Committed to fostering an inclusive, productive environment that supports both institutional excellence and student growth.

SKILLS

- Classroom instruction and learner engagement
- Academic counseling and student advising
- Lesson planning and curriculum design
- Admission processing and documentation
- Educational coordination and operational support
- Digital learning platforms
- Data management and student record maintenance
- Marketing support and lead follow-up for admissions
- Communication and relationship building
- Conflict resolution and student problem-solving
- Team collaboration and cross-department coordination
- MS Office Suite and email correspondence
- Adaptability and multitasking
- Analytical thinking and decision-making
- Time management and organizational efficiency

EXPERIENCE

ACADEMIC AND ADMISSION COORDINATOR

Meridian Academy of Management Studies, Abu Dhabi, UAE / Sep 2024 – Present

- Handled student inquiries across multiple channels, providing accurate course and admission information.
- Conducted follow-ups, explained programs, and guided students through the enrollment process.
- Collected and verified documents, ensuring accurate admission records and compliance.
- Assisted in preparing study materials and coordinating academic deliveries.
- Updated student databases and ensured smooth interdepartmental communication.
- Supported marketing efforts by identifying leads and promoting new programs.
- Ensured a positive student experience through timely guidance and professional support.

ONLINE ENGLISH TUTOR

Live to Smile Digital Academy, (Remote) Kerala, India / August 2021 – Present

- Conduct virtual English classes for secondary and undergraduate students through digital learning platforms.
- Design interactive lesson plans integrating multimedia tools to enhance comprehension and participation.
- Evaluate student progress using online assessments and provide personalized academic feedback.
- Communicate with learners via email and digital forums, ensuring continuous engagement and support.
- Coordinate class schedules, attendance, and digital resources to maintain smooth online operations.
- Develop updated course materials aligned with institutional objectives and modern online teaching methods

ASSISTANT PROFESSOR IN ENGLISH

Malik Deenar College, Kerala, India, Nov 2021 – March 2024

- Delivered English courses using innovative and student-centered teaching methods.
- Created engaging classroom environments that fostered participation and learning.
- Mentored students on academics, research, and career development.
- Collaborated on academic events and extracurricular initiatives for holistic growth.
- Managed departmental operations, scheduling, and documentation efficiently.
- Designed assessments and provided constructive performance feedback.
- Contributed to curriculum design and academic quality enhancement

EDUCATION

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Bachelor of Education in English (Certificate Awaited)		
Tamilnadu Teachers Education University, Tamilnadu, India.		June 2023 - March 2025
Master of Arts in English and Comparative Literature		June 2019 -March 2021
Central University of Kerala, Kerala, India		
Bachelor of Arts in English Literature		June 2016 - March 2019
Kannur University, Kerala, India		

CERTIFICATES

- **Certified in AI Prompting** (One Million Prompters), Dubai Future Foundation
- **The Ultimate Guide for School Administrators**, Alison (CPD Certified)
- Coursera Project Certificate: Getting Started with **Microsoft Excel**

PERSONAL

- D.O.B: 30/10/1997
- Nationality: India
- Visa Status: Employment Visa
- Languages: English, Hindi, Malayalam, Tamil,
- Reference: Available upon Request