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|  | **Clinton****Clinton.340362@2freemail.com** |
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**Education**

**Master of International Business (MIB)** August 2016

Hult International Business School | Dubai, UAE

**Bachelor in Business Administration (BBA)** Dec 2014

American University in Dubai | Dubai, UAE

* Specializations in Accounting and Finance

**Experience**

**AMERICAN UNIVERSITY IN DUBAI—**Dubai, UAE Aug 2016 –Jan 2017

**Recruitment Specialist and Admissions Coordinator.**The fundamental responsibility of this position is to help the university meet its enrollment objectives and to service all prospective and current students.

* + Created a Transfer database of 632 partner universities of AUD
	+ Responsible of daily student interviews/appointments
	+ Conducted follow-ups on student enquiry’s, by email, telephone, fax, mail
	+ Supported and implemented corporate initiatives while maintaining standards.
	+ Represented AUD at various speaking and networking events.
	+ Traveled for recruitment and networking purposes and improved networking with agents in different countries.
	+ Organized Admission’s events such as Campus Visits.

**education zone—**Dubai, UAE Apr 2015 – Jul 2015

**Accounting Intern.**Completed four months internship supporting approximately 18 clients in areas of invoicing and consulting services to students identifying universities.

* Created and edited daily 100 company invoices, recovered approximately 100,000 AED owed by partners.
* Built a tracking and recording system for clients, such as Education First and University of Auckland assisting the company to establish an on-time payment plan.
* Utilized accounting software MyMoney and Tally for bookkeeping, accounts management, contacts and communication with business partners.
* Conducted market research and feasibility study for a higher education institution identifying requirements with KHDA and Ministry of Education.

**lip sunglasses, airwaterearth (AWE)—**Dubai, UAE Jan 2015 – Apr 2015

**Brand Manager.**Completed four months internship supporting the company in establishing its brands in the UAE.

* Conducted product review surveys among 12 prospective clients and customers to determine the perception of the product and brand value.
* Managed company’s sales and operations projects supporting management with ideas’ generation and strategic outreach.
* Established a database of clients and potential client in conjunction to conducting market research in two months achieving 20 prospective clients.
* Increased productivity and time management by 50% through supervision of project delivery by usage of Asana and Toggl instilling marketing plans and brand strategy.

**Earlier Positions**

**ALIEN NYC**, Bookkeeper**—**Los Angeles, USA 2011 – 2012

* Led production and cost analysis of summer collection overseeing sales and brand management.
* Performed bookkeeping and estimated incurring costs with profit projection from sales.

**PRIORITY EXPRESS LTD.,** Administrative Assistant—Nigeria 2010 – 2010

**Additional Information**

**Work Authorization:** USA visa

**Languages:** English (Native), French (Basic), Spanish (Basic), and Swahili (Basic)

**Technologies:** MS Office, Asana, Toggl, MyMoney, Peachtree, Freshbooks, Tally, CampusVue and Quickbooks