

# ANGEL M. CROSSLEY

PECHS Block 2, Flat no 24-A, 7<sup>th</sup> Floor, Block-A, Society Apartments,  
Kashmir Road, Karachi - Pakistan



[angel\\_crossley@hotmail.com](mailto:angel_crossley@hotmail.com)



[+92 336 2138859](tel:+923362138859)

---

## PROFESSIONAL EXPERIENCE

- **Karachi School of Business and Leadership (KSBL) - Karachi**

Promoted to Admissions Executive.

### Duties:

- Handle queries on calls and in-person. And maintaining record of all queries.
- Overall Admission department operations, including maintaining Inventory.
- Handle overall admission process including documentation, corresponding, evaluation material, scheduling of interviews, compiling and communication decisions, making offers, sending out offers, handing over personal files to registrar and FA department.
- Participated in various exhibitions in Karachi like Dawn Education Expo, KLF, Memon Job fair etc.
- Taking care of all the logistics and other arrangements of the Admissions Events.

(Since January 2020 to date)

- **Karachi School of Business and Leadership (KSBL) - Karachi**

Promoted to Admissions/ Alumni officer.

### Duties:

- Attending admission queries
- Coordinating with Alumni councilor
- Collect and file documents from all candidates.
- Updated and maintain all student data base
- All operational work related to Admission/ Alumni's

(Since October 2018 to Dec 2019)

- **Karachi School of Business and Leadership (KSBL) - Karachi**

Promoted to Deans Secretary (Administration Department)

(Since November 2017 till September 2018)

- **Karachi School of Business and Leadership (KSBL) - Karachi**

Worked as a Receptionist (Administration Department)

**Duties:**

- Handling all calls and transferring to the concern departments
- Maintaining records of sent / received courier
- Meet and Greet the guest

(Since February 06, 2017 till November 2017)

- **Continental Insurance Company Ltd (CICL) - Karachi**

Worked as a Receptionist (Administration Department) and also assisting head of recovery.

**Duties:**

- Handling all calls and transferring to the concern departments
- Updating attendance sheet
- Responding to emails
- Attending meetings and noting the minutes
- Setting appointments

(Since July 22, 2016 till 03 February 2017)

- **E.F.U Life Assurance - Karachi**

Worked as an intern in the Human Resources department for the period of two months.

**Duties:**

- Filing
- Keeping records
- Updating previous pending entries/reports in the E.FU Database

(Since November 02, 2011 till December 31, 2011)

## **QUALIFICATION**

- **St. Patrick's College/ Karachi - Pakistan in Year 2011**

**Intermediate:** Completed I Com (12th) grade in Commerce,  
Major subjects: Accounting, Economics  
Through: H.S.C Karachi Board, Karachi - PK

- **St. Matthew's High School / Karachi - Pakistan in Year 2009**

**Matriculation:** Completed tenth (10th) grade in Science,  
Major subjects: Biology, Chemistry  
Through: S.S.C Karachi Board, Karachi - PK

## **PROFESSIONAL STRENGTH**

- Adapting to Situations
- Learning and Acquiring New Skills
- Good Communication Skills
- Leadership Qualities

## **SKILLS**

- Communication and People Management Skills
- Fast learning Skills
- Sales Management Skills

### ➤ **Microsoft**

*Adequate knowledge in computer's as well as proficient with Microsoft Office Package.*

- Microsoft Word
- Microsoft Excel
- Microsoft Power Point

### ➤ **Languages**

- Urdu (Excellent)
- English (Excellent)

## **PERSONAL DETAILS**

**Fathers Name:** Victor Crossley  
**DOB:** April 14, 1993  
**Gender:** Female  
**Marital Status:** Single

**Nationality:** Pakistani  
**Place of Birth:** Karachi  
**Religion:** Christian

## **REFERENCES**

Will be furnished upon request