

# Abdullah Arshad

M: +44 7391723202 | E: [abdullaharshad052@gmail.com](mailto:abdullaharshad052@gmail.com) | **LinkedIn:** <https://www.linkedin.com/in/abdullah-arshad-27a08b202/>

## EDUCATION

---

- King's College London** *[Sep 2024- Sep 2025]*  
*MA International Political Economy*
- Lancaster University** *[Oct 2021-July 2024]*  
*BA (Hons) Philosophy, Politics and Economics (2:1)*  
*Relevant Modules: Dissertation*

## WORK AND LEADERSHIP EXPERIENCE

---

- Research Internship (UKSR & PG Admissions) - Postgraduate Progression Project.** *[Jun 2024 –Jun 2024]*
- Accurately maintained and updated student records within complex database systems, ensuring high attention to detail.
  - Managed complex student data within databases to ensure data accuracy and completeness, improving recruitment strategies and maintaining high data quality standards.
  - Conducted qualitative and quantitative research for a range of projects, including user interviews, desk research, data collection, analysis and report writing.
  - Lead a research project to identify/map Lancaster's national partnerships, relationships and activities across education, research, service and engagement through independent research using internal and external sources.
- Lancaster University Library – Library Services Adviser.** *[Dec 2023 –Mar 2024]*
- Maintained accurate library records, updating databases and ensuring confidentiality in line with data protection policies.
  - Handled customer service queries related to library resources, showcasing excellent oral and written communications skills with the ability to communicate in a professional manner with a diverse range of people.
  - Performed data entry tasks, processing loans and returns, managing fines, demonstrating excellent numeracy skills and ability to work with a high level of accuracy.
- Islamic Society (ISoc) – President** *[Mar 2023 – Apr 2024]*
- Acted as a point of contact for the Muslim student community, addressing queries, providing support, and facilitating engagement with the university.
  - Preparation of event materials and information packs - Attendance at offsite events to ensure smooth registration procedures and assistance with organisational matters.
  - Coordinated cross-functional teams and collaborated with university staff to implement outreach activities that fostered community engagement and inclusivity, demonstrating a strong team mindset.
  - Conducted comprehensive research on Muslim Chaplains in higher education, providing advice and guidance to streamline university policies as well as showcasing clear communication and integrity.
- Lancaster University – Role Model Student Ambassador** *[Nov 2022 – Aug 2024]*
- Provided support to visiting students, promoting higher education pathways to prospective students..
  - Maintained student records and databases, ensuring data accuracy and timely updates during the admissions cycle.
  - Handled enquiries from students, offering clear and concise advice on university processes and admissions, while working as a cooperative team member with flexibility to adapt to changing environments

## ADDITIONAL INFORMATION

---

**Languages:** English (native), Urdu (fluent), Punjabi (mother tongue), Gujrati (intermediate), French (Beginner), Arabic (Beginner)

**Technical Skills:** Proficient in managing complex databases and maintaining data accuracy within educational institutions