

EDUCATION:

TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: December 2021
Major: Management Information Systems

BUCKS COUNTY COMMUNITY COLLEGE, Newtown, PA
Associates of Arts, Graduation: May 2019
Major: Business Administration
Overall GPA: 3.27

ACTIVITIES AND AWARDS:

- General Member, Association for Management Information Systems, 2019 – present
- Judiciary Board Member, Student Government Association, BCCC, 2018-2019
- Vice President, Muslim Student Association, BCCC, 2018-2019
- President's Cup Award, Bucks County Community College, 2019
- First Bank Future Business Leader Scholarship, BCCC, 2018
- Counselor at Large, Student Government Association, BCCC, 2017-2018
- Treasurer, Muslim Student Association, BCCC, 2017-2018
- General Member of Lions Club International at BCCC 2017-2018
- President's Award High Voltage LOTO Development team, Vectrus, 2014

EXPERIENCE:

HIAS, Philadelphia, PA

January 2018-January 2019

Translator/Interpreter

- Provided translation service between program director and clients for HIAS (Hebrew Immigrant Aid Society), a nonprofit organization that provides humanitarian aid and assistance to refugees.
- Reviewed various legal documents and provided interpretation to client.
- Assisted individuals in acclimating to U.S. country by helping with legal documents and transportation along with the program director.

VECTRUS, Kabul, Afghanistan

January 2015-October 2015

Environmental Safety & Health Supervisor

- Provided OSHA 30 Hour class training for site safety representatives and safety officers for a company that provides solutions in the areas of IT, facility and logistics.
- Provided monthly, quarterly, annually and semi-annually safety reports to Safety Manager.
- Monitored, evaluated and reported on completed and ongoing safety projects.

Environmental Safety and Health Officer

January 2013-October 2015

- Planned, implemented and oversaw company employees' safety at work.
- Ensured that the company was in compliance and adhered to OSHA.

MISSOIN ESSENTIAL PERSONNEL, Camp Phoenix, Kabul, Afghanistan

January 2007-June 2011

Interpreter/Translator

- Provided translation for U.S. Army during their meetings with government officials and local community leaders for Mission Essential Personnel who provides translation and interpreting services to U.S. government.
- Interpreted during training classes daily for over 100+ trainees.
- Interpreted during outdoor missions with the U.S. military.

SKILLS & LANGUAGES:

- Dari – Native, Pashtu – Intermediate, Hindi/Urdu - Intermediate
- MS Office