

## EDUCATION

**Temple University – Fox School of Business**, Philadelphia, PA

*Bachelor of Business Administration*

Graduation: May 2023

**Majors :** Business Management | Management Information Systems

**Awards:** Temple University & Community College Of Philadelphia Dual Admissions Transfer Scholarship Fall 2021- Spring 2023

**Selected Courses:** Digital Systems, Web Application Development, Data and Analytics, Business Communications, Operations Management, Topics Statistical Business Analytics

**Community College of Philadelphia**, Philadelphia, PA

*Associates in Arts*

Graduation: May 2021

**Major:** Business General | **GPA:** 3.73

**Honors:** Phi Theta Kappa Honors Society

**Selected Courses:** Microeconomics Principles, Macroeconomics Principles, Legal Environment of Business, Organization and Management, Public Speaking, Managerial Accounting

## ACTIVITIES

**Member,** Phi Theta Kappa

September 2019 – Present

## EXPERIENCE

Philly Gyro

August 2020- Present

### *Volunteer*

- Manage 25 to 30 Square and CashApp transactions per week.
- Coordinate business emails and calls for the owner.
- Organize transaction data to be submitted for monthly sales tax.

Janan Gyro

### *Volunteer*

January 2021-May 2022

- Managed monthly Square transactions and made sure they are deposited to the owner's business account.
- Proposed strategies to make better use of the Square software and hardware so that it is easier to use for the owner and employees.
- Implemented the Square Contactless and Chip Read in place of the Square Magstripe reader to make daily operations easier and more efficient.

## SKILLS

**Software:** Microsoft Word, Excel, PowerPoint, Access, SQL, NoSQL, Javascript, Python

**Languages:** Native Proficiency in Pashto, Basic Proficiency in Urdu