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Professional Profile

- Successful 18 years of experience in both non-profit organizations and businesses, possessing a high level of intellectual acuity and a strong desire to leave a positive impact on the world.
- Extensive skill set that could contribute effectively to the UN's humanitarian objectives, particularly in aiding refugees, women, and children across various countries.
- Competencies in proficient leadership, astute operational knowledge, eloquent communication, and incisive strategic and business planning.
- Comprehensive soft-skills inventory, aptitude in event planning, firm adherence to core values, adept team management, astute risk management, and sharp problem-solving acumen.
- Accomplished research proficiency, remarkable motivation, superior prioritization skills, impressive adaptability, proficient reporting and visualization proficiency, and an intimate understanding of policies relevant to the cause are among other competencies.

Accomplishments

Participated at ECOSOC conference in New York, 31 Jan, 2023

Received award for most successful Afghan business woman by Laura Bush in Bush institute in Dallas, USA 2015

Received award from President of National Olympic Committee (NOC), Kabul, Afghanistan 2015

Received Successful immigrant woman award in YWCA organization, Canada 2019

Won the best and creative business idea award by the Diversity organization in Vancouver, Canada 2019

Successfully nominated for the women award of iWoman Global Awards 2020

Successfully nominated for the women award of Universal Women's Network Canada, 2021

Professional Experience

Executive Director, ACSA International Nonprofit Organization,

2019 - Present

- Collaborated with organizational leadership and board of directors to strategically guide operational direction.
- Implemented effective cost control measures to optimize profitability while adhering to budgetary constraints.
- Spearheaded strategic improvements to boost operational and organizational efficiencies.
- Cultivated a work culture of collaboration and inclusion, resulting in increased morale and reduced turnover.
- Aligned departmental vision, goals, and objectives with company strategy to consistently achieve outstanding results.

Case Manager/Facilitator, Burnaby Family Life

2023 - Present

- Reach out to high-needs refugees and immigrants to assess client eligibility.
- Conduct a thorough needs and strengths assessment for each client.
- Collaborate with each client to develop a comprehensive "wraparound support services" plan, outlining specific goals to achieve during the service period.
- Provide continuous case monitoring and follow-up support.
- Offer settlement counseling and practical assistance to clients.
- Facilitate connections, referrals, and accompanying clients to various services, as well as ongoing liaison support.
- Engage in community outreach and accompaniment/supported access to external services through cultural brokerage.
- Conduct one-on-one Life Skills Orientations to support clients' personal and professional growth.

- Facilitator/Translator, Women Economy Council (WEC) 2018 - 2021
- Facilitated a project funded by WEC for immigrant women.
 - Created and implemented organizational systems to improve the management of training documentation and progress reporting.
 - Gathered data on program effectiveness through surveys, data analysis, and other methods.
 - Implemented solutions to enhance program effectiveness based on data analysis.
 - Streamlined processes and procedures to optimize project outcomes.
- Case Specialist, DIVERSEcity Community Resources Society 2022
- Adapted quickly to new skills and applied them to daily tasks, significantly enhancing efficiency and productivity.
 - Consistently executed daily duties with precision and efficiency.
 - Demonstrated a friendly and helpful attitude, displaying respect towards all colleagues and willingness to assist wherever needed.
 - Flexible in working hours, including night, weekend, and holiday shifts.
 - Complied with applicable standards, policies, and regulatory guidelines to ensure a safe working environment.
- Facilitator/Coordinator, Vancouver Association for the Survivors of Torture, 2020 - 2022
- Conducted data analysis to evaluate program effectiveness.
 - Implemented effective solutions for improvement based on data analysis.
 - Developed and implemented organizational systems to streamline the management of training documentation and progress reporting.
- CEO & founder, ACSA Cultural & Sport Association 2009 - 2015
- Established, optimized, and enforced business policies to maintain consistent, high-quality standards across industry operations.
 - Created mission and vision statements for the organization, providing employees with a clear sense of direction and purpose.
 - Reviewed individual department performance and worked collaboratively with leadership to enhance processes, procedures, and practices.
 - Spearheaded the implementation of a matrix organizational plan with clearly defined roles and responsibilities, improving processes, maintaining quality, and enforcing regulatory compliance.
 - Provided guidance on high-level hiring decisions for key leadership positions, conducted senior hire interviews, and nominated new board members.
- Project Manager, Sports Sans Frontières (SSF) 2005 – 2009
- Identified necessary plans and resources to achieve project goals and objectives.
 - Managed projects from procurement to commissioning stage.
 - Developed and implemented projects, managed costs, and monitored performance.
 - Successfully met project deadlines by coordinating with contractors to manage performance.

Education and Training

- Business Management and Leadership training from Institute of Economic Empowerment Women (IEEW) and International Visitor Leadership Program (IVLP) 2015
- Bachelor Degree of business management from American University of Afghanistan (AUAF) 2014
- Bachelor Degree of Physical education from Higher Education University from 2008
- Non-profit management and training on addressing violence against women through sport, Non-profit ready and Sans Sport Frontires (SSF)