



## PROFESSIONAL SUMMARY

*Vision-driven Management Information Systems major with outstanding record of operations development, business administration, and sales management success*

Proven talent for aligning business strategy and objectives with established operations management and sales development paradigms to achieve maximum operational impacts with minimum resource expenditures. Extensive experience in galvanizing team members and working collaboratively to provide exceptional customer service and generate revenue while reducing costs. Strong academic background in business administration, with a specific concentration in Management Information Systems. Exceptionally dedicated professional with keen interpersonal, communication, and organizational skills, as well as capital budgeting experience, market & financial analyses, strategic planning expertise and database management utilizing SQL and Salesforce CRM.

- Python
- Database Management
- Client Relations

### CORE COMPETENCIES

- Team Oriented
- Tableau Modeling
- Data Communications
- Team Management
- System Building
- Business Analysis

## RELEVANT PROJECTS

### RECIPESY, SJSU, SPRING 2021

- Developed overview processes of a system for a recipe platform.
- Configured application
- Demonstrated experience and knowledge of relational database, data modeling and ETL tools.
- Strategized efficient use of Salesforce CRM platform for a financial institution.

### COMPLETE MARKET & FINANCIAL ANALYSIS ON FORD MOTOR CO. OF SAN JOSE, SJSU, FALL 2018

- Liaised with and oversaw three team members to strategize and develop financial analyses for the Ford Motor location in San Jose.
- Thoroughly analyzed the financial and market conditions of Ford Motor.
- Identified potential new market strategies for business growth; reported findings to the Ford Location.
- Submitted findings to senior management at Ford Motor for review.

## PROFESSIONAL / WORK EXPERIENCE

### AFGHAN STUDENT ASSOCIATION OF SJSU, SAN JOSE, CA

#### **FOUNDER/TREASURER**, AUGUST 2019- PRESENT

- Successfully founded a social, educational and networking organization with over 50 members.
- Responsible for all business operations of the organization including but not limited to conceptualization, research, marketing and advertising, event planning, community outreach and projects.
- Coordinated monthly professional development panels for members of all majors to provide educational and networking opportunities.
- Managed all financial transactions for the club's \$1000 budget as well as worked to create and maintain university sponsorship for club projects.

### UNTUCKIT, WALNUT CREEK, CA,

#### **KEY HOLDER**, AUGUST 2020 TO APRIL 2022

- Orchestrated the management of a team of associates to reach store sales goals; consistently reached store numbers even through COVID-19.
- Partnered with store managers across district to implement sales strategies and increase district profitability.
- Organized weekly district report meetings with corporate executives regarding business review and operations.
- Provided exceptional customer service, exceeding clientele's expectations by cultivating outstanding interpersonal abilities.
- Significantly increased store profitability and achieved top sales.

- Promoted and supported the company's values and expectations.

**SALES ASSOCIATE**, MAY 2018 TO AUGUST 2020

- Conducted daily sales goals analysis in order to direct team towards the achievement of weekly and monthly goals.
- Directly engaged with clients, delivering detailed descriptions about product specifications, guiding clients through the fitting process, and resolving issues as necessary.
- Improved visuals and merchandising on floor by working closely with management team to determine areas of improvement.
- Increased efficiency in selling products by consulting with management to streamline inventory.

Lighthouse Professional Placement Advocates, Walnut Creek, CA

**BUSINESS OPERATIONS/FINANCE INTERN**, June 2021 to August 2021

- Supported daily operations as well as growth efforts related to new client outreach.
- Prepared Ad-Hoc analysis and business case modeling as per business requirements utilizing Microsoft Excel.
- Assisted with Q3 closing activities and reporting processes.
- Engaged in continuous process improvement efforts to streamline financial planning and budget management processes for efficiency and accuracy.

**EDUCATION AND CREDENTIALS****BACHELOR OF SCIENCE (B.Sc.) IN BUSINESS ADMINISTRATION, MANAGEMENT INFORMATION SYSTEMS, EXPECTED MAY 2022**

*San Jose State University, San Jose, CA*

*Concentration in Finance*

*GPA: 3.53/4.00*

*Relevant Coursework: Financial Accounting, Fundamentals of Finance, Financial Management: Theory & Policy, Business Law, Management Accounting Control Systems, Business Computing Tools, Investment Analysis, Valuation*

**CERTIFICATIONS:**

- Heritage Bank of Commerce, Credit Analyst Certificate, November 2021
- Bloomberg LP Market Concepts Certificate, March 2021

**EDUCATIONAL / PROFESSIONAL AFFILIATIONS**

- PRESIDENT/FOUNDER: *SJSU Afghan Student Association*
- MEMBER: *MISA: Management Information Systems Association*

**VOLUNTEERISM**

- United Afghan Association Clothing Drive and Aid for new immigrants from Afghanistan, 2021
- Volunteered at Diamond Terrace Senior Living, 2018

**ADDITIONAL INFORMATION**

**Languages:** English, Farsi

**Technical Proficiencies:** GIT/GitHub, HTML, CSS, Python, Salesforce CRM, SQL, Microsoft Office Suite, Google Sheets, iOS software

**Interests:** Hiking, soccer, spiritual poetry, nature, reading, meditation