PROFESSIONAL SUMMARY

Legal professional with more than 10+ years of experience working in the nonprofit, government, and private sectors. Specialising in advocacy and development, community development with deep commitment to gender equity, social justice, and non-carceral solutions.

KEY SKILLS

Trauma-informed Survivor Support | Attention to detail | Collaboration | Communication | Management | Team Player | Leadership | Multitasking | Research

Proficiency in Microsoft 365 Suite, Google Suite, Adobe Acrobat, Zoom, and various CRM software (Infonet, Salesforce, Docketwise, and Apricot)

PROFESSIONAL EXPERIENCE

Apna Ghar – Chicago, IL

**Domestic Violence Legal Advocate** July 2024 - Current

* Manage and respond to hotline calls, conducting thorough intake processes and providing appropriate referrals while assessing the legal needs of survivors.
* Deliver comprehensive support to domestic violence survivors, including crisis intervention, safety planning, needs assessment, service planning, and trauma-informed advocacy.
* Utilize motivational interviewing techniques and a self-sufficiency approach to coach program participants toward achieving their service plan objectives.
* Assess participants' service needs, inform them of their legal rights and options, and connect them with essential resources.
* Coordinate logistical support for program participants, including transportation to safe homes, court appearances, and connections to other relevant agencies.
* Conduct legal research and collaborate with partner agencies to navigate the legal system effectively, ensuring holistic case management.
* Performing outreach sessions for awareness and network development to increase the level of collaboration and strengthen the chain of support for DV survivors
* Maintain strict confidentiality of participants’ documentation, communications, and case management records.
* Regularly update case files and data management systems to support the achievement of program goals and outcomes.

Indo-American Center – Chicago, IL

**Immigration Associate and Clinic Coordinator** January 2024 - March 2024

**Immigration Intake & Clinic Coordinator** September 2023 – December 2023

**Immigration Paralegal** October 2022 - August 2023

* Interviewed prospective clients to determine eligibility for various forms of immigration relief, utilizing a trauma-informed approach to support individuals facing challenges such as domestic violence, mental illness, extreme poverty and homelessness
* Conducted legal research, drafted client communication, and prepared forms under attorney supervision, including immigration petitions such as Citizenship N400, N600, DACA renewal, TPS, EAD and RFE responses
* Managed pro bono legal clinic, overseeing participants’s screening, attorney coordinated, and volunteers recruitment
* Spearheaded the recruitment and onboarding process for paralegal & participated in some hiring panels
* Provided supervision to the paralegal and created training materials, manuals for department-wide use ensuring compliance with legal and client management standards
* Facilitated compliance management, client case management, maintaining accurate and updated client inquiry logs, communication records, and data entry into CRM software including Apricot, DocketWise, and Salesforce,
* Utilized language proficiency in English, Urdu, Hindi and Dari/Farsi to translate documents and facilitated staff and client communication
* Provided legal services orientation to the newly hired staff members
* Offered legal services process’s orientation to newly hired staff members, ensuring smooth integration into their roles within the organization

Afghanistan Women Chambers of Commerce and Industry – Kabul, Afghanistan

**Women National Business Agenda (WNBA) Coordinator** July 2021 - April 2022

* Contributed in advocacy efforts of AWCCI for the active involvement and empowerment of Afghan women in the nation’s economic development advancement through the program promotion
* Assisted the development and adoption of Afghanistan Women National Business Agenda (WNBA), ensuring alignment with strategic objectives
* Oversaw the implementation process of WNBA across the country & offered support to regional economic zones by monitoring the progress
* Generated detailed reports for donors & government departments to illustrate advancements towards grant objectives
* Facilitated advocacy meetings with govt officials to enhance accessibility to administrative services at local level, aiming to alleviate the logistical burden on women entrepreneurs
* Consulted and mentored women entrepreneurs in how to launch their businesses and overcome obstacles
* Participated in drafting AWCCI Charter (mission statement, goals, values, and policies)
* Offered support to the staff in designing and conducting surveys to gather insights into challenges confronting women-led businesses

Office of the Second Vice President – Kabul, Afghanistan

**Head of Women and Youth Development Unit** June 2016 - May 2020

* Analyzed and edited drafts of public policies, strategic plans, and legal documents, ensuring alignment with principles of gender justice and youth inclusion prior their enactment into law
* Played a key role in designing and executing professional development training programs for women affairs units within government central departments, supported by UNESCO
* Reviewed and refined the Women Economic Empowerment Strategy developed by Ministry of Women Affairs, as well as the Youth National Policy Strategic Plan crafted by the Ministry of Information and Cultural Affairs
* Actively participated in the agenda setting and coordination chaired by the Second Vice President including committees on Youth Affairs, Gender and Women Affairs and Cultural and Social Affairs, alongside engagements with civil society organizations
* Facilitated weekly meetings of senior advisors constituting the Cultural and Gender Technical Committee, fostering collaboration and strategic alignment
* Performed the key communication channel of coordination meeting of USAID lead and its counterparts on PROMOTE Project Vice President at one of the gender and women affairs committee meeting
* Performed the focal point for high level diplomatic engagement, including visit of ambassadors from Indonesia and the Netherlands with the Vice President
* Assisted and coordinated winning Afghanistan Football team celebration ceremony at vice presidents
* Contributed in planning, coordination and providing logistical support for celebratory events, such as the Afghanistan Young Football team’s victory ceremony, hosted by the Vice President

Mazatoo (Mazatu) Food Industry Company – Kabul, Afghanistan

**Company Manager** June 2013 - May 2016

* Formulated and executed the company's comprehensive business plan, overseeing all aspects of operations and strategic development.
* Managed a grant project funded by USAID-ABADE, serving as the principal liaison between the company and the donor organization, ensuring effective communication and compliance.
* Directed the procurement and logistics processes for machinery granted by USAID-ABADE, coordinating the shipment from China to Afghanistan.
* Facilitated the logistical arrangements for training programs conducted for company staff, collaborating closely with the donor to ensure seamless implementation.
* Generated detailed progress reports tracking project milestones and goals, providing valuable insights for donor evaluation and accountability measures.

Ministry of Education – Kabul, Afghanistan

**Admin Officer for Reform Implementation Management Unit** June 2006 - August 2008

* Provided comprehensive oversight of office management, including daily operations, inventory, payroll, and staff leave arrangements, ensuring efficient functioning of the Reform Implementation Management Unit.
* Managed inter-office communications between departments of both national and provincial governments, facilitating seamless coordination and collaboration.
* Supervised a team of 17 employees, comprising the unit's operation team and data entry clerks, fostering a productive and cohesive work environment.
* Compiled performance data and progress reports for various departments within the Ministry of Education, meticulously organizing documentation to support informed decision-making and strategic planning initiatives.

ADDITIONAL WORK EXPERIENCE

**Volunteer Child Advocate for Unaccompanied Immigrants** August 2024- Present

 The Young Center – Chicago, IL

**Dari/Farsi Interpreter for Cherokee Federal Event for immigrants** December 2023

 GDH – Chicago, IL

**Volunteer Advisory Board Member** June 2023 - present

Afghanistan Chicago Community (ACC) – Chicago, IL

**Volunteer Teacher for English** April 2022 - May 2022

IOM school for the refugee community – Camp As Sayliyah, Qatar

**Advisory Board Member** 2019 - 2021

Afghanistan Women Chambers of Commerce and Industry – Kabul, Afghanistan

**Volunteer Judge: Eradication of Violence Against Women Moot Court Competition Program** February 2020

Human Rights and Eradication of Violence Organization (HREVO) – Kabul, Afghanistan

**Volunteer Editor/Translator of Children’s Story Books** 2017 - 2019

Gahwara Organization – Kabul, Afghanistan

**Program Officer** (full-time)February 2013 - June 2013

Afghanistan Women Education Center (AWEC) – Kabul, Afghanistan

**Working Group Coordinator** (full-time)February 2006 - May 2006

Drug Demand Reduction Directorate, Ministry of Counter Narcotics – Kabul, Afghanistan

EDUCATION

**Master of Public Administration and Policy- Online** August 2024 - Present

American University, Washington DC

**Master of Laws, International Law** August 2020 - December 2022

Thesis: Protection of Children in Armed Conflicts under International Law

Kateb University – Kabul, Afghanistan

**Bachelor of Arts, Law** April 2008 - December 2011

Thesis: Alternative Punishments for Imprisonment in Afghanistan Criminal Law

Khatam al-Nabieen University – Kabul, Afghanistan

PROFESSIONAL DEVELOPMENT/AFFILIATIONS

**40-Hours Domestic Violence Training** August 2024

The Centralized Training Institute of The Network: Advocating Against Domestic Violence – Chicago, IL

**Villanova Interdisciplinary Immigration Studies Training for Advocates (VIISTA)**  September 2023 - May 2024

The Resurrection Project – Chicago, IL

**Civil Society Fellowship, Afghan Challenge Fund (ACF)** July 2023 - March 2024

OSUN Threatened Scholars Integration Initiative – Annandale, NY

**Comprehensive Overview of Immigration Law** (intensive 40-hour training) July 2023

Illinois Coalition for Immigrant & Refugee Rights / Immigrant Legal Resource Center – Chicago, IL

**Basic Immigration Law Course** (Intensive Training Program) Summer 2023

illinois Coalition for Immigrants and Refugee Rights and Immigrant Legal Resource Center

**Overview of Citizenship (Acquisition, Derivation and Naturalization)** (online) June 2023

Catholic Legal Immigration Network, INC. – Chicago, IL

**Case Management Strategies and Tactics 2023** (online) June 2023

Catholic Legal Immigration Network, INC. – Chicago, IL

**Naturalization Disability Waivers: Changes to the N-648 and Policy Manual** (online) March 2023

Catholic Legal Immigration Network, INC. – Chicago, IL

**Adult Mental Health First Aid** (online) March 2023

National Council for Mental Wellbeing USA – Chicago, IL

**DePaul Asylum and Immigration Law Clinic 2023 Basic Training Series** (online) March 2023

DePaul University College of Law – Chicago, IL

**Business and Decent Work** (online) October 2021

International Training Centre of the ILO – Turin, Italy

**Generative Leadership and Social Entrepreneurship** (training program) September 2018

TATA Institute of Social Science – Mumbai, India

**Policy Analysis and Gender-Lens** (workshop)January 2020

Research Paper (Published): PROMOTE: A Case Study of Women’s Economic Empowerment Program in Afghanistan (a USAID project for women empowerment)

Organization for Policy Research and Development Studies (DROPS) – Kabul, Afghanistan

**Ruhr University Bochum’s Certified Course on Public Policy and Institutional Analysis** January 2019

Afghanistan Public Policy Research Organization – Kabul, Afghanistan

**International Migration Law (IML)**  August 2018

International Organization for Migration- The UN Migration Agency (IOM) –Kabul, Afghanistan

**International Training: Small and Medium Enterprise Empowerment for Asia and Pacific** April 2018

SMESCO (Public Service Agency for Small to Medium Enterprises and Cooperatives)– Jakarta, Indonesia

**Professional Development Certification Training Program** December 2015

American University of Afghanistan – Kabul, Afghanistan

**Program Management Training** February 2013

Counterpart International – Kabul, Afghanistan

**Goldman Sachs’ Thunderbird for Good 10,000 Business Women** (training program) January 2013

American University of Afghanistan – Kabul, Afghanistan

**UNDP Civil Service Leadership Development Program** November 2006

Independent Administrative Reform and Civil Services Commission – Kabul, Afghanistan

LANGUAGES

**Dari-Farsi** (native proficiency) ▪ **English** (full professional proficiency) ▪ **Urdu** (professional working proficiency) ▪ **Hindi** (full spoken fluency)