Summary: Canadian Certified Career Counselor with over 20 years of expertise in business development career guidance, life skills coaching, and facilitation. Expertise in developing collaborative relationships with businesses, and community organizations.

HIGHLIGHTS AND ACHIEVEMENTS:

* Worked extensively with Toronto Partnership Autism, working with Individual Education Plan
* Accumulated over a decade of expertise in Career Counseling, Life Skills Coaching, and facilitation within the Canadian context, showcasing a deep understanding of the local employment landscape and the diverse needs of clients.
* Demonstrated a high level of skill in building collaborative relationships with employers, businesses, and community organizations. This proficiency ensures effective partnerships that cater to the specific needs of clients, fostering a supportive and impactful career development environment.
* Possesses in-depth knowledge of career development strategies, including career exploration, work placements, on-the job training, and internships. This expertise allows for the design and implementation of holistic career programs that cater to various aspects of professional growth.
* Brings extensive experience in working with employers across diverse sectors, including I.T, Human Resources, Sales and Marketing, Engineering, Supply Chain, Health Care, and Social Services. This broad exposure enhances the ability to tailor career guidance and placement services to a wide range of industries.
* Offers specialized counseling services to guide students in making informed decisions about university choices, not only within Canada but also in other regions. This ensures that students receive comprehensive advice on academic and career pathways.

**GU Tech Director H.R and External Linkages March 2024 to Current**

* Establish Strategic Partnerships: Formulate and cultivate strategic partnerships with industry leaders, government agencies, and international organizations, resulting in collaborative projects, research opportunities, and funding support that have enriched GU Tech's academic programs and research endeavors.
* Expand Executive Education Programs: Led the expansion of the Executive Learning Center's portfolio, introducing new programs and customized offerings tailored to the evolving needs of executive learners and corporate partners, resulting in increased enrollment and revenue generation for the university.
* Facilitate Knowledge Exchange Platforms: Pioneered knowledge exchange platforms, such as industry forums, executive roundtables, and networking events, providing opportunities for thought leadership, industry insights, and cross-sector collaboration among GU Tech faculty, students, and external stakeholders.
* Promote Internationalization Efforts: Spearhead internationalization efforts by forging partnerships with global universities and organizations, facilitating student and faculty exchange programs, joint research projects, and cross-cultural initiatives that have enhanced GU Tech's global presence and reputation.
* Secure Funding and Grants: Successfully secure funding and grants from external sources to support strategic initiatives, research endeavors, and capacity-building programs within the External Linkages and Executive Learning Center, ensuring sustainable growth and impact.
* Elevat Brand Visibility: Elevat GU Tech's brand visibility and reputation as a hub for executive education, thought leadership, and industry collaboration through targeted marketing campaigns, public relations efforts, and participation in key industry events and conferences.

**KSBL Pakistan Manager Career Services and Alumni Relations May 2023 – March 2024**

* In my role as the Career Services Coordinator at KSBL, I demonstrated a comprehensive and impactful approach to fostering a dynamic and successful career development ecosystem:
* Established and maintained robust relationships with key employers, ensuring a consistent pipeline of job opportunities for KSBL graduates.
* Actively promoted KSBL graduates to employers, effectively positioning them for roles and internships.
* Proactively developed and expanded employer contacts, creating a diverse network that resulted in increased job opportunities and internships for students.
* Cultivated partnerships with industry leaders to facilitate mutually beneficial connections between employers and graduates.
* Compiled and regularly updated a comprehensive Graduate Directory, serving as a valuable resource for employers seeking top-tier talent from KSBL.
* Orchestrated engaging and informative orientation sessions for both undergraduate and graduate students, equipping them with the skills and knowledge necessary for a successful transition into the professional world.
* Conducted personalized career counseling sessions for students and alumni, guiding them on career goals, resume writing, interviewing techniques, job search strategies, and networking skills.
* Organized and facilitated job readiness workshops, covering LinkedIn optimization, resume enhancement, and effective cover letter writing.
* Successfully managed Alumni Engagement, overseeing an annual calendar of events and publications that fostered a strong sense of community and support among current students and alumni.
* Oversaw the smooth functioning of University Clubs and Societies, managing elections, events, and all other administrative matters to ensure a vibrant campus community.
* Created Strategic Plans for Engagement and Mentorship:
* Developed and implemented strategic plans for Alumni Engagement and Student Mentorship opportunities, ensuring a structured and sustainable approach to fostering long-term relationships.

Through these initiatives, I significantly contributed to the career development and success of KSBL students and alumni, creating a thriving environment where connections, opportunities, and mentorship played pivotal roles in shaping their professional journeys.

Nixor College College Counselor June 2021-May 2023

* Provided dedicated support to students navigating the application process for Canadian Universities, resulting in increased acceptance rates and successful placements.
* Addressed a wide range of student concerns, including academic, emotional, social, and behavioral issues, fostering a supportive environment conducive to holistic student development.
* Assisted students in identifying and addressing challenges, collaborating with them to develop effective solutions, and supporting the creation of achievable goals, contributing to their personal and academic growth.
* Conducted impactful Life Skills Coaching sessions with various student clubs and associations, equipping them with essential skills for personal development, teamwork, and leadership.
* Explored and provided comprehensive information on university and college programs offered at various Post Secondary Institutions in Canada, ensuring students made informed decisions about their academic pursuits.

ACCES Employment July 2014- October 2018 and May 2022- October 2022

Employer Liaison ( 6month Contract) May 2022- October 2022

* Build and strengthen relationships with stakeholders and community partners.
* Identify, foster, and maintain relationships with employers and mentors.
* Develop work placement and learning opportunities for clients.
* Organize and execute event activities and outreach opportunities.
* Conduct labor market research and analysis to support clients in career decisions.

Project Coordinator March 2018 to October 2018

* Through these accomplishments, I demonstrated a commitment to program excellence by enhancing client experiences, contributing to effective project development, and implementing strategic initiatives to promote program growth and success
* Successfully managed and optimized the client intake process, enhancing efficiency and ensuring a consistent and smooth experience for clients entering the program.
* Contributed to Project Development and Implementation:
* Played a key role in assisting with project development and implementation, adhering closely to guidelines and ensuring that initiatives were executed effectively and in alignment with program objectives.
* Coordinated diverse program activities seamlessly, ensuring a cohesive and well-organized structure for participants.
* This contributed to a positive and engaging experience for clients involved in the program.
* Prepared detailed and insightful reports and statistics related to program activities, offering valuable insights for program improvement and demonstrating the impact and success of various initiatives.
* Promoted client referral networks, fostering connections that expanded program reach and improved client engagement.
* This strategic approach led to an increase in program participation and effectiveness.
* Created and implemented monthly activity schedules, aligning program goals with a well-structured plan. This facilitated better organization and communication of program events, ensuring maximum participation and impact.

Employment Counselor Canadian Employment Connections April 2016- March 2018

* Spearheaded the review and audit of program files, ensuring meticulous attention to detail and adherence to proper documentation standards. This initiative significantly enhanced data accuracy and program efficiency.
* Successfully established strategic partnerships with community and international referral partners, broadening the program's reach and providing clients with diverse opportunities for growth and employment.
* Demonstrated a proficiency in compiling and analyzing program data, leveraging insights to strategically plan and schedule activities. This data-driven approach contributed to increased program effectiveness and participant success.

Employer Marketing and Outreach Consultant July 2014-April 2016

* Implemented a meticulous review and audit process for files, ensuring the accuracy and completeness of documentation. This approach resulted in improved compliance and minimized errors in program records.
* Successfully established partnerships with community and international referral partners, expanding the network for client referrals. This initiative broadened the program's reach and increased access to diverse opportunities for participants.
* Demonstrated proficiency in compiling and analyzing program data, utilizing insights to strategically plan and schedule activities. This data-driven approach enhanced the efficiency and effectiveness of program operations.

OTHER RELATED PROFESSIONAL EXPERIENCE:

* Partner/Business Manager Café Zee: Karachi September 2019 to January 2023
* Owner and Lead Trainer TSF Careers Karachi September 2019 to Current
* Business Development Scanwell Logistics January 2019 to August 2019
* Career Specialist Achiev March 2012-July 2014
* Employer Service Specialist The Career Foundation July 2011-Dec 2011
* Chief Executive Director Commodities and Textiles June 2004- July 2008

EDUCATION:

* Career and Work Counsellor George Brown College, Toronto 2008-2010
* Post Graduate Diploma Program
* Personality Dimensions Level 2 Kondor Associates 2019
* Life Skills III Coach Certificate George Brown College, Toronto 2009-2010
* Lean Management Services Certificate AOTS, Osaka, Japan 2007
* Master of Business Administration PIM (Karachi) 2004-2006
* Bachelor in Commerce University of Karachi, Pakistan 2000-2004