MARYAM MOHEBBE

CONTACT (913) 216 - 2414 m.mohebbe1991@gmail.com 7404 Flint St.#206 Shawnee, KS 66203 CERTIFICATIONS English Language (2017) Star Educational Society Teaching Methods Training (2015) Afghanistan Workforce **Development Program** Auto-Cat (2015) Kabul Polytechnic University Microsoft Office (2014) WEESO EDUCATION **Delhi Technological University MBA** Delhi, India 2019-2021 **Kabul Polytechnic University** Bachelors: Chemical Engineering Kabul, Afghanistan 2011-2015 REFERENCE Caleb Miller, case worker (913) 263-0896 rssdirector@missionadelante.org LANGUAGES

Dari

English =

PROFILE

I am a highly educated recent arrival to the United States. After acquiring my Bachelors in Chemical Engineering and MBA, I gained experience working in government and consulting. I am also familiar with a range of computer software and speak good English. After having to leave the workforce in 2021 when the Taliban took over in my country, I am excited to begin working again so that I can continue to use the skills I have developed and start building my life in the US.

WORK EXPERIENCE

Financial Modeling Intern

2020

Vardhan Consulting Engineering Delhi, India

- Conducted analytical learning, simulation, and modeling with a focus on project financing, modeling, and analysis
- Prepared financial statements and completed tasks on time in coordination with project mentors

Data Entry Officer

2018-2019

Ministry of Interior Affairs (Passport office) Kabul, Afghanistan

- Registered and recorded clientele, verifying documents and identification.
- Provided guidance for passport application processes and generated periodic reports.

Women in Government Intern

2017-2018

USAID

Kabul, Afghanistan

- Trained in Human Resource Management, Financial Management, and Project Management.
- Gained experience in recruiting and organizational leadership.

Public Relations Officer

2016

ASR Advisory Group Kabul, Afghanistan

- Edited and updated promotional materials including brochures and social media posts.
- Organized PR events and served as the company spokesperson, preparing and submitting PR reports.