

Sameer Amarkhail

5424 Sandusky Ct. Arlington, TX 76017

817-880-1138 • amarkhail.sameer01@gmail.com

Fully Work Authorized • No Visa Sponsorship Required

PROFESSIONAL SUMMARY

Experienced non-profit leader with over [7] years in refugee support and youth mentorship, skilled in strategic planning, team leadership, and stakeholder collaboration. Demonstrated expertise in guiding and supporting youth aged 15-18, orchestrating engaging group activities, and forging collaborative partnerships with parents, teachers, and stakeholders. Proven success in maintaining detailed records, tailoring support strategies, and advocating for clients' rights. Adept at managing diverse caseloads, streamlining client referrals, and connecting individuals with vital services. Recognized for exceptional performance and leadership, including a rapid promotion to Employment Coordinator. Additionally proficient in Arabic, Hindi, Dari, and Pashto, with a strong background in military and cultural advisory roles, handling sensitive information, and training personnel.

Key Skills

- **Strategic Planning:** Expertise in developing and executing long-term strategies to achieve organizational objectives.
- **Team Leadership:** Proven ability to lead, mentor, and manage teams to drive performance and foster a positive work environment.
- **Fundraising and Development:** Skilled in creating and managing fundraising campaigns, grant writing, and securing financial support.
- **Budget Management:** Experienced in overseeing financial planning, managing budgets, and ensuring effective allocation of resources.
- **Stakeholder Engagement:** Adept at building and maintaining relationships with donors, board members, and community partners.
- **Program Development:** Proficient in designing, implementing, and evaluating programs aligned with organizational goals.
- **Public Speaking:** Effective in delivering presentations and representing the organization at events and public forums.
- **Multilingual Proficiency:** Fluent in Arabic, Hindi, Dari, and Pashto, facilitating communication and engagement with diverse communities.
- Computer Literacy (Windows, MS Office Suite, PowerPoint) (Security+)

PROFESSIONAL EXPERIENCE

June 2023 - Present

Senior lead

Cherokee federal (TXOR) Houston

- Lead and mentored a team, driving performance and achieving organizational goals.
- Developed and executed strategic plans and managed key programs.
- Directed fundraising efforts, securing financial support and expanding resources.
- Built and maintained relationships with donors, board members, and community partners.
- Managed budgets and ensured effective resource allocation.
- Represented the organization publicly, delivering presentations and advocating for its mission.
- Utilized multilingual skills (Arabic, Hindi, Dari, Pashto) to engage diverse communities.

Human Services Case Manager Cherokee Federal (TXOR) Fort Worth, Texas

July 2022-August 2023

- Demonstrated professional expertise in supporting refugees across three locations, namely RST Fort Worth, Catholic Charities Fort Worth, and TXOR, by adeptly managing and maintaining comprehensive client records.
- Streamlined client referrals to suitable agencies across various Texas cities, facilitating seamless transitions and ensuring access to vital services.
- Exhibited outstanding proficiency in connecting clients with employment opportunities at RST Fort Worth, successfully referring over 30 individuals to partnering employers within an impressive 14-day timeframe.
- Conducted culturally sensitive training sessions and delivered public awareness classes, addressing the

unique needs of diverse client populations.

**Case Manager for Children and Adolescents
And Youth Education Coordinator
Refugee Services of Texas, San Antonio, TX**

January-2022 July-2023

- Effectively managed a diverse caseload of children and adolescents, providing comprehensive case management services to address their individual needs and promote holistic development.
- Conducted thorough assessments to identify strengths, challenges, and service needs of each child or family, utilizing data-driven insights to inform service planning and delivery.
- Collaborated closely with families, caregivers, and other service providers to coordinate and monitor services and supports, ensuring alignment with client goals and objectives.
- Advocated for clients' rights and facilitated access to appropriate resources and services, ensuring equitable access and promoting self-determination.
- Led coordination efforts for educational programs and activities targeting youth participants, ensuring alignment with curriculum standards, learning objectives, and participant needs.
- Developed and implemented engaging lesson plans and educational materials tailored to the diverse needs and interests of youth participants, fostering a supportive and inclusive learning environment.
- Fostered collaboration with teachers, volunteers, and community partners to facilitate educational workshops, events, and field trips, promoting active engagement and experiential learning opportunities.
- Monitored and evaluated program effectiveness, collecting and analyzing data and participant feedback to inform continuous improvement initiatives and enhance program impact.

**Resettlement Case Manager
Refugee Services of Texas, Ft. Worth, TX**

April-2021 January-2022

- Efficiently delivered APA Resettlement services to 15 families, averaging 6 members per family, ensuring seamless support and successful integration
- Provided the clients with all APA Services including Benefits Applications, Housing, School Enrollment, Clinic Referrals, ESL Enrollment, Job Placement, SS Card application, Transcripts Evaluation, Translation, Medical Appointments, and Cultural Orientation
- Demonstrated exceptional performance and leadership, resulting in a well-deserved promotion to Employment Coordinator within an impressive timeframe of 4 months

Pashto/Dari/English, Arabic Translator (Part Time)

May-2022 –April -2023

A refugee clinic which provides the medical and dental services to the refugees

- Facilitated effective communication between patients and doctors by providing professional translation services in Pashto, Dari, and English, ensuring accurate and culturally sensitive exchanges

**Program Manager of ESL Department
E-Education Afghanistan, Afghanistan**

January 2020 - March 2021

- Developed and implemented a comprehensive ESL curriculum and educational materials tailored to the unique needs and preferences of 5000+ online students from diverse backgrounds.
- Provided effective supervision and mentorship to two assistant staff members, ensuring the efficient administration and delivery of ESL programs and services.
- Established robust data management systems to track student progress, facilitate online exams, and streamline data collection and analysis processes.
- Leveraged strong interpersonal and cross-cultural communication skills to effectively engage with students from various religious, cultural, and linguistic backgrounds, fostering a supportive and inclusive learning environment.

Coordinator of ESL Department World Educational Building, Kabul, Afghanistan

A Private & advanced English language learning center for adult students

- Taught diverse adult ESL students and planned additional activities including debates and presentations.
- Supervised and a small team of teachers, classes, and additional activities.
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**Teachers union Advisors
, Kabul, Afghanistan**

June-2019 January-2020

A largest youth-led national organization that works to promote peace and critical thinking among youth in Afghanistan.

- Led the 71 Members Youth Club, and planned meetings, training, social events, and debates.
- Managed and supervised two deputy staff members' activities and responsibilities in the administration.
- Increased activities of the club and reported activities to the main office

EDUCATION

- **Master of Business Administration in Economic, [Karawan]University** **2016-2018**
- **Bachelor of Economic,** **2011-2015**
- **ESL Certificate, [AZAR],** **2010 -03/2011**

Certificates:

- **Windows, MS Office Suite, PowerPoint, Cyber Security+, Project Management**