



RAJA SADAT SHERAZ
Data Analyst / Team Lead

PROFILE

Currently working as Team Lead/ Data analyst in MicroMerger Pvt Ltd with 6 years of experience, perform different types of task related to data reporting and data analysis as per higher management's demand and requirement. Leading and managing a team and its work/ task given by the management.

CONTACT

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PERSONAL

- Name : Raja Sadat Sheraz
- CNIC : 61101-6842638-9
- Father : Sheraz Ahmad
- Date of Birth : 21-06-1998
- Religion : Islam
- Nationality : Pakistani
- Language : Urdu, English
- Domicile : Federal

SOFTWARE SKILLS

Adobe Illustrator, PhotoShop, ArcGIS, MS Excel, MS Powerpoint, MS Word, MS Outlook, Inpage, etc.

WORK EXPERIENCE

- MicroMerger. Pvt. Ltd** (Sep 18 to Date)
Data reporting, data analysis, training of new staff about project, managing and leading team.
Team Lead/ Data Analyst
- MicroMerger. Pvt. Ltd** (Apr 18 to Sep 18)
Providing Guidelines to DEO's, Data Cleaning, Verification and Data Reporting to Concerned officials.
Data Validation Associate (DVA)
- MicroMerger. Pvt. Ltd** (May 17 to Apr 18)
Data Receiving, Data Compilation, Data Entry as per standard operating Procedures.
Data Entry Operator (DEO)
- Mir Trade. Pvt. Ltd** (Jan 15 to Mar 17)
VISA Form Filling Online, Data Entry as per standard operating Procedures, Maintain Record of firm.
Data Entry Operator (DEO)

INTERSHIP / COURSE

- COMSATS University Islamabad.**
Maintain software information about collecting, organizing, and issuing library resources.
Internee / Librarian (Insignia / OPAC Software)
- Basic Computer Course**
Skills in MS Excel, Word, Powerpoint, Adobe illustrator, ARCGis, Computer hardware and software.
Computer Instructor / Incharge

EDUCATION

Exam : Master of Library and Information Science (MLIS)
 Result : Result waiting
 University : AIOU, Islamabad
 Group : Library Automation
 Year : 2023

Exam : Bachelors of Arts (B.A)
 Result : 60%
 University : AIOU, Islamabad
 Group : Humanities
 Passing Year : 2018

Exam : Higher Secondary School Certificate (H.S.S.C)
 Result : 61%
 University : AIOU, Islamabad
 Group : Humanities
 Passing Year : 2016

Exam : Secondary School Certificate (S.S.C)
 Result : 56%
 Board : FBISE, Islamabad
 Group : Computer Science
 Passing Year : 2013
 Institute : Al Noor Model School & College, Islamabad.

PROFESSIONAL SKILLS

- TIME MANAGEMENT**
- PRESSURE HANDLING**
- GRAPHIC DESIGN**
- MAPPING**
- COMMUNICATION**