



FARYAL TARIQ

My Contact

✉ faryalbintetariq@gmail.com

☎ 03325962227

📍 House # 333, street # 6, Sector 3, AECHS

Language

- English
- Urdu

Skill

- Analytical, Leadership,
- Game changer,
- Pressure handling,
- Critical thinking,
- Data Analysis,
- Reporting,
- Team Management,
- Leadership Skills

Education Background

- FATIMA JINNAH WOMEN UNIVERSITY, RAWALPIND
BS. Mathematics Grades - 3.05/4.0 Year of passing: 2007-2011
- F.G, SIR SYED SCIENCE COLLEGE, TIPU ROAD, RAWALPINDI
Intermediate Grades - 1st Division Year of passing: 2006
- MERITORIOUS PUBLIC SCHOOL
Matriculation Grades - 1st Division Year of passing: 2004 economics, Major in Finance, Minor in Data Analytics

About Me

Highly motivated and accomplished team leader with years of experience. Demonstrated expertise in as team leader data entry operator. Strong problem-solving abilities and a keen eye for detail, coupled with excellent communication and interpersonal skills. Known for collaborating effectively in cross-functional teams and delivering results in fast-paced environments. Seeking to leverage my skills and experience to drive growth and contribute to the success of your organization.

Professional Experience

IBEX. (UNICIEF PROJECT)

Feb-2021 - Continue

Key responsibilities:

- **Team Lead**

Acting Team Lead at 1166 (National COVID Helpline) (July 2022 till date) Managing team, Data analysis, Training and development, official day to day tasks.

- **CSE**

Worked as a CSE at 1166 (National COVID Helpline) (February 2021 till July 2022)

MICRO MERGER PVT.LTD (UNICIEF Polio Project)

August -2017 - February 2020

Key responsibilities:

- **Data Verification Associate**

Worked as a Data Verification Associate in Micro Merger Pvt. Ltd. (Sep 2018 - Feb 2020) Data verification, data cleaning assisting in reports, data analysis. Making manuals and presentations for training.

- **Data Entry Operator**

Worked as a Data entry operator in Micro Merger Pvt. Ltd. (August 2017- August 2018) Entering, managing and analyze the raw data into Productive data

FATIMA JINNAH WOMEN UNIVERSITY, RAWALPINDI

October 2011 - October 2012

Key responsibilities:

- **Internee Admission Office**

Worked as an Internee Admission Office, Fatima Jinnah Women University. (Aug 2012 - Oct 2012) Data collecting in hard form and organizing for further process. Short listing, dealing with public queries and helping in admission process.

- **Teaching Assistant**

Worked as a Teaching Assistant in Fatima Jinnah Women University (Oct 2011 - July 2012) Scheduling classes, making assignments, performing day to day office tasks, writing official letters and attending seminars and meetings.

Achievements

- Top Performer award from Ministry of Health As a frontline Hero
- Talent ibex. Graduation certificate