

MAH E UROOJ

Profile

I am an enthusiastic, self-motivated, reliable, responsible and hard working person. I am a mature team worker and adaptable to all challenging situations. I am able to work well under pressure and adhere to strict deadlines.

Experience

DATA QUALITY OFFICER

MICROMERGER, PESHAWAR | 2023 - Present

A Data Quality Officer plays a crucial role in ensuring that an organisation's data is accurate, reliable, and meets the required standards. Their responsibilities typically encompass a range of tasks related to data quality management.

DATA MANAGEMENT OFFICER

Micromerger, PESHAWAR | 2022

Compile, verify accuracy and sort information according to the priorities to prepare source data for computer entry. Ensure that numbers of tally sheets in online software/portal are the same as per daily district report given by District Liaison Officer of districts.

TEACHER

The Knowledge School, Peshawar | 2019

Design and develop lesson plans and curricula that align with educational standards and learning objectives. Adapt teaching materials to suit the needs and abilities of students.

Education

BS POLITICAL SCIENCES

University Of Peshawar | 2017

Description of the education/course.

FA HUMANITIES

Frontier College For Women, Peshawar | 2013

MATRICULATION

Peshawar Model Girls Schools, Peshawar | 2011

Course

2020

WORD PRESS

KPITB, PESHAWAR

Designing and Development

Personal information

Birthdate

24 January, 1996

Gender

Female

Residence

PESHAWAR

Nationality

PAKISTANI

Mobile

03449997021

Email

uroojtariq92@gmail.com

CNIC

17301-8237987-8

Skills

Ms Office

Level of Expertise



Power BI

Level of Expertise



Adobe Premiere

Level of Expertise



Critical Thinking

Level of Expertise



Verbal & Written communication

Level of Expertise



Office Administration

Level of Expertise



STATISTICAL PACKAGE FOR SOCIAL SCIENCES

Level of Expertise



HOBBIES

 Novel Reading

 Car Driving

 Netflix