Misbah Fatima

Transaction Analyst at Code Enterprise

Data Processing Coordinator with experience in interpreting and analyzing data for driving business solutions. Proficient knowledge of Mathematics, Statistics , Data analysis and Data visualization.Excellent understanding of business operations and analytics tool for effective analysis of data

Contact Info

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Islamabad, Pakistan

📊 Strengths & Skills

- ✔ Data mining
- ✔ Team-Builder
- ✔ Time Management
- ✔ MS PowerPoint
- ✔ GOOGLE CHARTS
- ✔ Microsoft Office
- ✔ Resource allocation
- ✔ Python
- ✔ Data Verification
- ✔ MS Excel
- ✔ SQL
- ✔ Quality Management
- ✔ Powerbi
- ✔ well work
- ✔ Problem Solving
- ✔ ArcGis Mapping

🎓 Academics

Title	Institute	Score	Date
BSCS	Pir Mehr Ali Shah Arid Agriculture University Rawalpindi, Rawalpindi	3.5 CGPA	2017
FSC	Federal Board of Intermediate and Secondary Education, Rawalpindi	59%	2012
Science	Board of intermediate and secondary education, Rawalpindi	75%	2010

✅ Experience **5** years

Company	Designation	Duration	
Code Enterprise	Transaction Analyat	Jun 2021 - Present	**2.6 years**
MicroMerger (Pvt.) Ltd.	Data Processing Coordinator	Apr 2017 - Feb 2020	**2.8 years**

📋 Work History

Code Enterprise — Jun 2021 - Present (2.6 years)

Transaction Analyat — ISLAMABAD, Pakistan

1. Resolving and Analysis transactions from different Affiliate Networks.
2. Understand the status and commission of various transactions of various Affiliate Networks,
3. Create and maintain transaction data in MS Office .
4. Manipulate, clean and Processed large amount of data using MS Excel
5. Work closely with the online Transactions, their status along with their commissions.

MicroMerger (Pvt.) Ltd. — Apr 2017 - Feb 2020 (2.8 years)

Data Processing Coordinator — Islamabad, Pakistan

- **Manipulating**, **cleaning** and P**rocessing** data using **MS Excel**
- **Analyzing** raw data, creating **graphs** and **dashboard** and draw conclusion and developing recomendation
- Creating **Data Reporting** and monitoring raw data for accuracy
- Responsible for **Loading, Extracting** and **Validation** of client data
- Maintain the **Log Book** in Ms Excel of team daily work
- identify and encourage ares for growth and improvement within the team
- Distribute and collect the data from team members on accuracy basis

⚙ Industries

- Information Technology
- Services
- Services
- N.G.O./Social Services

🔊 Languages

- Urdu - Native
- English - Medium
- Punjabi - Medium

☆ Hobbies

- book reading
- web searching
- Watching movies