



Misbah Fatima

Data Processing Coordinator at MicroMerger (Pvt.) Ltd.

Contact Info

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house#5,street#5,unioun council road karal islamabad Islamabad, Pakistan

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

Strengths & Skills

- ✓ Data mining
- ✓ Python
- ✓ Team-Builder
- ✓ MS PowerPoint
- ✓ GOOGLE CHARTS
- ✓ Microsoft Office
- ✓ Data Verification
- ✓ Quality Management
- ✓ Time Management
- ✓ MS Excel
- ✓ SQL
- ✓ Powerbi
- ✓ Resource allocation
- ✓ 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 3 years

Company	Designation	Duration	
Code Enterprise	Transaction Analyt	Jun 2021 - Present	1.8 years
MicroMerger (Pvt.) Ltd.	Data Processing Coordinator	Apr 2017 - Feb 2020	2.8 years

Work History

Code Enterprise Jun 2021 - Present (1.8 years)

Transaction Analyt 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 **Processing** 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