

# Marzia Nikmal

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Fascinated by all things data!

## SUMMARY OF QUALIFICATIONS

- +3 years of work experience in database administration and data management
- Designed Database and Web Based application
- Worked with G-Suite
- Executed different maintenance activities when needed
- Installed and configured hardware equipment and software programs
- Trained 30 employees how to use the new MIS of the department
- Able to speak fluent with four languages (English, Pashto, Dari, Urdu/Hindi)

## TECHNICAL SKILLS

**Operating Systems:** Windows 10, 11

**Applications & Tools:** Microsoft Excel, Azure Sandbox, Microsoft Access, Microsoft Word, Microsoft Power Point

**Tools:** Google Workspace, RDBMS, IBM Cognos Analytics, Jupyter, SQLite, G-Suite

**Project Management Fundamentals:** Agile, Waterfall, Scrum, Kanban, Trello, Gantt Charts

**Languages:** SQL, Python, Java, HTML, CSS

## EDUCATION & CERTIFICATIONS

Microsoft Azure Fundamentals Professional Certificate Expected 2022

IBM Data Analyst Professional Certificate Expected 2022

Junior Data Analyst Program Sept 2022 - Dec 2022

NPower Canada | Toronto

14-week intensive online training on the fundamentals of computer technology, and project management

- Utilize Excel spreadsheets to perform data wrangling and data mining
- Develop working knowledge of Python language for data analysis using Pandas and Numpy
- Effectively complete a capstone project by collecting data from multiple sources, performing exploratory data analysis, data wrangling, statistical analysis and mining of the data using Python libraries
- Work extensively on creating charts and plots to visualize data, and building an interactive dashboard using IBMs Cognos Analytics and various Excel charts/graphs
- Visualize data using Python libraries including Matplotlib, Seaborn, Plotly and Dash
- Compose queries to access data in cloud databases using SQL and Python from Jupyter notebooks
- Explain cloud concepts, benefits of cloud computing and core Azure architecture components
- Use core Azure services and choose the Azure AI services that best address a company's challenges
- Control Azure spending and managing bills by applying recommended practices to minimize cost
- Demonstrated a high level of understanding of Agile Project Management Lifecycle and key techniques and successfully complete Agile projects using tools such as Scrum, Kanban, and Gantt Charts

Bachelors Degree in Computer Science (Certificate) December 2016

Gharjistan University, Kabul | Afghanistan

Database Administration Diploma, December 2012

Computer Technology Institute, Kabul | Afghanistan

## WORK EXPERIENCE

### ASSISTANT TO DATABASE ADMINISTRATOR

Ministry of Finance | Kabul, Afghanistan | Mar 2019 - 2021

- Collected data from different departments for the MIS
- Organized data for the specific databases
- Identified errors in the system and troubleshooting them
- Designed and created an web based application for the database
- Worked with Google docs, Google sheets, Google Slides and Google Forms
- Monitored Database and web based applications
- Helped Database Administrator in implementing new databases and web based application
- Gave feedback to employees and answering questions to improve productivity
- Created schedules and assigning tasks for employees
- Made reports for owners or executives

### ASSISTANT TO DATABASE DEVELOPER

Ministry of Finance | Kabul, Afghanistan | Sep 2018- Jan 2019

- Designed database systems based on directorates requirements to submit the monthly reports directly to the system where the director of the department can easily check them
- Prepared design specifications and functional documentations for assigned database projects
- Assisted database administrator in updating and maintaining new systems
- Reached out for solving errors while uploading data
- Trained employees how to use new systems and applications
- gathered and reported data from different departments
- Maintained office equipment (aka ensure copiers are operational and fully stocked with toner, paper, etc.)
- Supported meeting and conferencing needs
- Managed phone calls and correspondence (e-mail, letters, packages etc.)
- Maintained files and records with effective filing systems

### ASSISTANT TO DATABASE ADMINISTRATOR

Ministry of Finance | Kabul, Afghanistan | Sep 2017 - Aug 2018

- Provided authentication to the servers to protect the confidential data of the organization
- Implemented the of database design plans as approved by the administrator to enable user friendly systems
- Worked in the association of the administrator to help, develop and maintain the database to ensure its available to the users
- Helped in the installing of new applications and customizing of old application to enable the user to use it with ease

### ASSISTANT TO DATABASE ADMINISTRATOR

Ministry of Communication and Information Technology | Kabul, Afghanistan| Feb 2016 - Aug 2017

- Coordinated with the staff to ensure data security and integrity
- Implemented database design plans as approved by the administrator to enable user friendly systems
- Helped the users to easily connect with the system and provide essential guidance in operation of the system
- Assisted the database administrator to refine the logical model to make user specific data models
- Developed and maintained the database to ensure its availability to the users