

# Munnaza, Tahir

## Contact Details:

Phone: (+64) 225335090

Email: [munnazatahir04@gmail.com](mailto:munnazatahir04@gmail.com)

LinkedIn: <https://www.linkedin.com/in/munnaza-tahir-3ba0b1172/>

## Career Objective

Passionate about providing exceptional support and administrative assistance by leveraging analytical skills to solve complex problems and navigate innovative solutions. Eager to contribute to Girls That Invest's mission of making financial literacy accessible and less intimidating. Committed to leveraging my skills and experience to support and grow the online community, while continuously learning and growing in a dynamic, impact-driven environment

## Skills and Attributes

**Analytical Thinking:** Strong analytical skills developed through data analysis projects. Meticulous in ensuring accuracy and reliability in all tasks, including data entry and records management.

**Communication:** Enhanced through presenting project findings to supervisors and documenting research comprehensively. Additionally, my background in classroom teaching overseas and as a learning assistant helped me convey concepts clearly and effectively.

**Problem-Solving:** Exhibits strong and creative problem-solving skills by overcoming challenges during academic projects. Supported diverse students and managed classroom logistics effectively, ensuring a smooth educational environment.

**Organizational Skills:** Efficient in managing multiple tasks simultaneously, ensuring timely and organized completion of responsibilities

**Adaptability:** Shown by quickly learning and applying new technologies and methodologies in academic and volunteer roles. Successfully transitioned my career from classroom teaching to data science, acquiring excellent grades in my master's program by embracing change, learning new skills and valuing diversity.

**Team Collaboration:** Gained valuable experience by working with fellow students and supervisors during academic projects. Collaborated with teachers and students from diverse cultural backgrounds to create inclusive classroom activities.

## Professional Experience

### Data Analyst Intern, MeriSkill

10th July 2024 - Present

Working on hands-on data analysis projects to extract, clean, and process datasets using Python, Excel and PowerBI. Developing and implementing machine learning models to provide actionable insights for decision-making.

### Learning Support, [Waikowhai Primary School\_ Term 3]

Analyzed student performance data to tailor teaching approaches, showcasing analytical mindset and problem-solving skills in a practical context.

### [May Road School 2023\_Term 1]

Effectively supported classroom dynamics through teamwork, fostering positive interactions and engaging in proactive communication and feedback to meet the needs of diverse students.

### Exam Supervisor, NCEA & Scholarship Exams [Lynfield College, 2023]

Efficiently managed NCEA and scholarship exams, adhering to NZQA protocol.

## Technical Skills

### Data Analysis and Interpretation

Prioritizes attention to detail and accuracy in data analysis, ensuring precision and reliability. Utilizes advanced analytical techniques in Python, OpenRefine, and Excel to explore complex datasets.

### Research and Documentation

Proficient in conducting comprehensive research, employing various methodologies proof reading and editing. Skilled in synthesizing findings and generating insights. Experienced in documenting research findings using LaTeX for professional and academic presentations.

### Tech-Savvy and Digital Fluency

Proficient in using MS Office applications (Excel, Word), Google Workspace, Zoom, Teams. Capable of managing data aggregation, posting content, and utilizing online tools to enhance productivity.

## Academic Summary

### Master of Information Technology - Data Science

November 2024)(in progress) Whitecliffe College of Technology

### Teacher Education Refresh certification( 2023)

University of Auckland

### Education Support Certification (July/2022-Nov/2022) Open Polytechnic, New Zealand.

Master of Science (M.Sc.) (2010-2012) NZQA Level 7 University Of Wah, Pakistan

## Certifications

- Data analysis and Visualization (July 2024) (Accenture)
- Data Visualization with Power BI ( June 2024) (Great Learning)
- Python Projects (May 2024) (Great Learning)
- English Language Certification (2022) PTE Score:77

## Interests and Community Involvement

Community involvement e.g. voluntary work, helping migrant groups.

Leisure interests e.g. Landscape Photography, Baking and Traveling.

References available on request