

Sadaf Fatima

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Aspiring Business Analyst

IT Management | Strategic Finance | Data Processing

As a motivated and ambitious Business Analyst graduate student, I bring a solid foundation in information technology management, strategic finance, and data processing. My hands-on experience in investigative roles, research, and content marketing, coupled with strong skills in SQL, Excel, and web designing, enables me to approach business challenges with analytical thinking and process-driven solutions. I aim to contribute to organizations by aligning technology solutions with business goals.

WORK EXPERIENCE

Transaction Risk Investigator / Buyer Risk Investigator – Remote Sept 2024 – Nov 2024

- Investigated legitimacy of customer accounts registering for business and professional platforms.
- Verified license information and conducted due diligence on customer registrations.
- Analyzed transaction and order histories to detect potential fraud and mitigate risk.
- Collaborated with internal teams to ensure regulatory and compliance requirements were met.

EDUCATION

Cumberland University - Lebanon, TN

Master of Science – Information Technology Management, Present

St. Ann's College for Women, Osmania University – Hyderabad, India

Bachelor of Commerce in Strategic Finance (Honors)

PROFESSIONAL SKILLS

- Business & Technical Tools: Microsoft Excel, SQL, MS Office, Web Design
- Soft Skills: Active Listening, Analytical Thinking, Effective Communication, Adaptability
- Languages: English, Hindi
- Creative: Photography, Photo Editing.

CERTIFICATIONS

- Goods & Services Tax (GST) Certification – ICAI through College/University
- Business Communication Certification
- NCC Cadet – Certificate "A"
- Member – Hyderabad Youth Assembly (HYA)
- Contributor – National Education Policy Awareness Initiatives