

# Maira

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**Email:** mairazzzz120@gmail.com | **Location:** Pakistan | **Portfolio:**  
<https://maira148.github.io/mygrcportfolio/>

## Professional Summary

Analytical and detail-oriented professional with 4 years of experience in data analysis and a strong foundation in Governance, Risk, and Compliance (GRC). Skilled in risk management, policy compliance, audit tracking, and data-driven reporting. Adept at managing stakeholders, handling change, and leading teams with strong soft skills. Currently transitioning into a GRC-focused career leveraging hands-on project experience and certifications.

## Education

Master's in Information Technology – Virtual university, Pakistan

## Certifications

- CS50 AI with Python – Harvard (edX)
- Project Management – Google
- MySQL, Web Development, Python – TheNewBoston & others
- Familiar with GRC frameworks: HIPAA, GDPR, ISO 27001, NIST CSF, SOC 2

## Technical Skills

- Programming: Python, SQL, HTML/CSS
- Data & Reporting: Excel, Power BI, Pandas, Jupyter Notebook, Seaborn, Dashboarding
- GRC Tools & Frameworks: Eramba, Risk Registers, Heatmaps, Policy Compliance, Audit Tracking, ISO 27001, NIST, SOC 2
- Other Tools: WPS Office, MS Office

## Soft Skills

- Leadership & Team Management

- Stakeholder Communication & Collaboration
- Change Management
- Problem Solving & Critical Thinking
- Conflict Resolution

## Professional Experience

### Data Analyst – M5 Startup | Pakistan | 2019–2023

- Led data analysis projects and automated reporting processes to deliver actionable insights for stakeholders.
- Collaborated cross-functionally to design dashboards and risk monitoring tools.
- Developed analytical models and reports applicable to compliance and risk assessment.
- Enhanced organizational data workflows and reporting efficiency.

## Projects Portfolio

### 1. GRC Tool Implementation – Eramba

- Implemented a full enterprise GRC framework covering assets, risks, controls, and policies.
- Defined program scope, documented business units, and managed third-party relationships.
- Performed risk assessments, control mapping, and compliance tracking.
- Skills: Eramba, Risk Management, Compliance Tracking, Documentation

### 2. Enterprise Risk Register & Heatmap

- Developed a comprehensive risk register capturing strategic, operational, compliance, and cybersecurity risks.
- Created heatmaps and dashboards for leadership to prioritize risk mitigation.
- Skills: Risk Assessment, Heatmap Visualization, Excel, Power BI

### 3. Third-Party Risk Assessment & Vendor Scoring

- Designed scoring models to evaluate vendors on cybersecurity, compliance, and operational risk.
- Categorized vendors into risk tiers and visualized results using charts.

- Skills: Vendor Risk Management, Risk Scoring, Visualization, GRC Framework Implementation

#### 4. Policy Compliance Assessment & Reporting

- Built cross-departmental policy compliance questionnaires, calculated compliance scores, flagged gaps, and visualized results.
- Skills: Policy Management, Compliance Tracking, Reporting, Excel Automation

#### 5. Internal Audit Tracking & GRC Operations

- Designed internal audit tracking dashboards, monitored remediation, and integrated incident response & business continuity tracking.
- Skills: Audit Management, Incident Response, Metrics & KPIs, Dashboard Development

### Languages

- English – Fluent
- Urdu – Native