

Maira

Email: mairazzzz120@gmail.com | Portfolio: maira148.github.io/myportfolio1

Professional Summary

Remote Project & Operations Coordinator with 4 years of experience managing projects, collaborating with distributed teams, and ensuring smooth operational workflows. Skilled in modern project management tools and effective stakeholder communication. Passionate about delivering projects on time, improving processes, and maintaining clarity across teams.

Experience

Operations Manager — M5 (Remote)

March 2021 – January 2025

- Coordinated multiple projects and ensured deliverables were met within deadlines.
- Planned schedules, assigned tasks, and tracked progress using Trello, Notion, and ClickUp.
- Collaborated with senior management to identify risks and adjust project scope as needed.
- Produced clear progress reports and maintained project documentation for stakeholders.

Education & Certifications

Master's in Information Technology — Virtual University, Pakistan

- CS50 AI with Python – Harvard (edX)
- Project Management – Google
- MySQL, Web Development, Python – TheNewBoston & others

Technical Skills

Trello Notion ClickUp Jira Google Workspace SQL Slack / Teams

Soft Skills

Team Collaboration Communication Problem Solving Adaptability Critical Thinking

Organizational Skills

