MAIRA

Remote Sales Operations & Data Analyst

Email: mairazzzz120@gmail.com | Open to Remote & Visa Sponsorship-Based Roles

Professional Summary

Results-driven **Sales Operations & Data Analyst** with **4+ years of experience** supporting revenue teams through data-driven insights, CRM coordination, and automation. Proven ability to connect **sales performance, financial metrics, and operational data** to enable smarter decision-making. Experienced in **remote collaboration**, executive reporting, and AI-powered process optimization. Strong domain exposure to **Real Estate, Financial Markets (Forex & Gold), and Sales Analytics**.

Portfolio

🔗 Portfolio Website: **https://maira148.github.io/myportfolio3/**
Includes Power BI dashboards, real estate investment analysis, sales & revenue intelligence projects, and AI automation case studies.

Core Skills

Sales Operations & Revenue Support	CRM & Sales Pipeline Management
Lead Generation & Market Research	Client & Stakeholder Coordination
Data Analysis & Executive Reporting	Power BI, Excel & Dashboards
SQL & Database Management	AI Automation & Reporting Workflows
Financial & Investment Analysis	Forex, Gold & Real Estate Research

Process Optimization & Documentation   Remote Communication & Collaboration

Professional Experience

Sales Operations & Data Management Specialist — 4 Years

- Supported sales and business development teams by delivering structured reports, dashboards, and market insights.

- Conducted lead research, competitor analysis, and market assessments to improve targeting and conversion strategies.

- Managed CRM pipelines, deal tracking, follow-ups, and client coordination across remote teams.

- Built and maintained reports using **SQL, Excel, Power BI, Tableau**, and AI tools to support leadership decisions.

- Implemented AI-driven automation to reduce manual reporting time and improve data accuracy.

- Worked closely with sales, operations, and product stakeholders to align data insights with business goals.

Market & Investment Analysis

- Analyzed Real Estate investments, rental performance, and ROI to support investment decision-making.

- Conducted Forex and Gold market analysis to identify trends, risk factors, and opportunities.

- Translated financial and market data into structured insights for strategic discussions.

Education

Master's Degree in Information Technology

Certifications

- Artificial Intelligence with Python — CS50

- Project Management — Google

- MySQL Database — TheNewBoston

- Python Programming — TheNewBoston

- Web Development for Beginners — LearnCode.academy

Remote Work & Professional Strengths

- Clear written and verbal communication

- Strong ownership and accountability in remote environments

- Client-focused and business-oriented mindset

- Highly organized with deadlines and deliverables

- Fast learner of tools, systems, and AI-driven workflows

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