

Maira's Remote Portfolio

About Me

I am Maira, a multi-skilled remote professional helping businesses work smarter, not harder. I combine project execution, data intelligence, documentation, and custom Python tools to reduce stress and increase productivity. I work independently, deliver on time, and communicate clearly.

Services I Offer

- Project & Operations Management: Task tracking, team coordination, client communication
- Data Analysis & Reporting: Data cleaning, dashboards, payroll reports
- Python Tools & Software Development: Streamlit dashboards, automation scripts
- Documentation & Communication: Business docs, CRM setup, inbox management
- Calendar & Meeting Coordination: Scheduling and reminders
- Bookkeeping & Invoice Tracking: Financial records and cost reports

Project Highlights

1. Sales & Profit Dashboard:

- Tools: Python, Pandas, Streamlit
- Outcome: Identified low-performing products

2. Payroll & Cost Report Generator:

- Tools: Python, openpyxl
- Outcome: Saved 80% manual effort

3. CRM Setup for Coach:

- Tools: Trello, Gmail, Google Sheets
- Outcome: Increased booking rate

4. Software Project Manager:

- Tools: Trello, Docs

- Outcome: Delivered 3 tools on time with zero revisions

Tools & Software I've Built

- Cost calculator (Streamlit)
- Invoice builder (Python)
- KPI dashboard (Streamlit)
- Excel formatter (Python)
- Inbox/client tracker (Notion)

Why Work With Me

- Multi-skilled: ops, data, tools
- Remote-ready: timezone-flexible
- Quality-first: accurate, fast
- Communication: clear and proactive

Let's Connect

I am available for one-time tasks, ongoing monthly support, or collaborative projects. If you are looking for someone who can handle operations, analysis, and communication all in one place, I would love to hear from you.

Email: mairazzzz120@gmail.com

Location: Remote, Available Worldwide