**MAIRA**

📍 Rawalpindi, Pakistan (Open to Remote Work)  
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**💡 Professional Summary**

Multidisciplinary IT professional with strong expertise in data analysis, Python development, project management, and remote team coordination. Proven track record of building custom tools for automation, financial reporting, and dashboarding using Python and Streamlit. Highly experienced in AI-assisted workflows, CRM setup, and virtual assistance for small businesses and startups. Open to full-time or freelance remote roles across time zones.

**🔧 Core Skills**

- Programming: Python, Streamlit, SQL, JavaScript, HTML/CSS  
- Data & Reporting: Pandas, Excel, Power BI, Jupyter, Seaborn  
- Tools: Git, Zapier, Make (Integromat), Notion, Trello, Google Workspace  
- Automation & AI: ChatGPT, Scikit-learn, TensorFlow, Trading Bots  
- Finance & Admin: Payroll processing, bookkeeping, invoice tracking  
- Remote Work: Task delegation, client communication, CRM setup

**💼 Key Projects**

🧾 ProBooksApp – Accounting Software (Python, MySQL)  
Built a full-featured bookkeeping tool with payroll, invoice generation, and financial dashboards for small businesses.  
  
📈 Sales & Profit Dashboard (Streamlit)  
Developed a dashboard that helped identify underperforming products for a retail business; reduced report prep time by 60%.  
  
🤖 AI Trading Bot (Python + Market Signals)  
Built a bot for automated crypto trading using real-time data feeds and algorithmic decision logic.  
  
📊 Payroll & Cost Report Generator (Excel + Python)  
Automated salary reports and cost summaries, reducing manual effort by 80%.  
  
📋 CRM + VA Support for Coaching Business  
Set up client tracking, inbox management, and booking reminders, increasing appointment success rate.

**🎓 Education & Certifications**

Master’s in Information Technology – Virtual University of Pakistan  
- CS50 AI with Python – Harvard (edX)  
- Project Management – Google  
- MySQL, Web Development, Python – thenewboston & others

**✅ Job Preferences**

- Remote Roles: Data Analyst, Software Developer, Project Manager, Virtual Assistant  
- Open to freelance, part-time, or full-time work  
- Available across time zones, including weekends