

HUSNA TAJ

Location: Dubai, U.A.E **Contact:** +97156-5907600 **Email:** husnataj19@gmail.com

Visa Status: Residence Visa (Husband's Sponsorship)

PERSONAL PROFILE

A result - oriented analyst with over 3+ years' experience working for an international organization. My key areas of expertise lay in Data mining, Analyzing and Reporting. I have worked in cross functional roles which have given me a broader depth of experience, working in the education field and as an analyst. As a result, I have been able to hone a multitude of skills. I am an excellent multitasker, I have excellence in monitoring, data mining, analyzing, critical thinking, consolidating, attention to detail, problem solving, decision making and all qualities that help me coordinate between the many moving parts that my roles entail, with this I am confident in my well-rounded expertise and believe my strong background will be an asset to my future employer.

KEY SKILLS

Skills: Database Management, Analytical Skills, Data Analysis, Research, Market Research, Financial Analysis, Reporting, Business Intelligence, Industry Knowledge, Annual Report Analysis, NAICS Analysis, Industry Classification, URL Description, Adhoc Work, Hierarchy Mapping, Core Data Management, DUNS Search, Data Mining, PostgreSQL, Dcmav (Digital Content Curation Management and Applied Value)

Microsoft Applications: Word, Excel, PowerPoint, Power BI

Languages: English, Urdu, Hindi

Other: UAE driving license

EMPLOYMENT HISTORY

2018 - 2021 The Business Research Company (Hyderabad, India)

Position **Associate Analyst**

- Conducting comprehensive secondary research and finding out the financial analysis by studying financial statements.
- Interrogating complex databases to extract insight and implications for clients in the ICT industry.
- Consolidating the different datasets into single accessible Xls.
- Worked on different Global Headquarters (GhQ) project for building our own tool.
- Meeting targets given by the Company.

2017 - 2018 Oxford Grammar School (Hyderabad, India)

Position **Computer Teacher**

- The ability to inspire and motivate young children.
- Patience and dedication to manage classes and deal with challenging behavior.
- Good communication and interpersonal abilities.
- Electronic Presentation, Worksheets Preparations, Digi Board Operations.
- Creative imagination, Problem Solver.

EDUCATIONAL HISTORY

- Master of Technology in CSE (2014-2016)
Shadan Women's College of Engineering & Technology, Hyderabad
- Bachelor of Technology in IT (2010-2014)
Shadan Women's College of Engineering & Technology, Hyderabad
- Board of Intermediate Education in M.P.C (2008-2010)
Sri Chaitanya Junior College, Hyderabad
- Secondary Education in SSC (2008)
Oxford Grammar School, Hyderabad

AWARDS, HONOURS & ACCOMPLISHMENTS

- Post-Graduate Scholarship with full fee reimbursement awarded by the Telangana State Government 08/2014 – 12/2016.
- State Rank in Post Graduate Common Entrance Test in Environmental Sciences for the year 2014.
- Eligibility for Post Graduate Scholar through Post Graduation Common Entrance Test 2014.
- Graduate Scholarship with full fee reimbursement awarded by the Andhra Pradesh State Government 08/2010 – 06/ 2014.
- Eligibility for Graduate Study through Engineering & Medical Common Entrance Test 2010.

SOCIAL SKILLS & COMPETENCES

- Volunteering at Hyderabad Heritage Club.
- Student Volunteer at Nature Club Hyderabad.
- Organizing Soft Skills workshops at Graduate Level.
- Seminars on Educational Technology for teachers.
- Organizing Workshop for students.

INTERESTS AND HOBBIES

- Writing, Reading, Visual arts.

REFERENCES AVAILABLE ON REQUEST.