

Mirza Taban Baig

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SUMMARY

A motivated administrative professional and well-organized individual seeking a position with a company to bring professionalism and poise to their front line. Over 2 years of experience successfully providing administrative and secretarial support to the operational department. Proficient in a range of computer applications.

EDUCATION

Diploma Certificate– Batch 2021-2022

NED University of Engineering & Technology

Faculty: IoT (Internet of Things)

Higher Secondary Certificate – The year 2020

Board of Intermediate Education Karachi

Faculty: Commerce

Secondary School Certificate – Year 2018

Board of Secondary Education Karachi

Faculty: Computer Science

EXPERIENCE

Retailo Technologies – March 2022 to Onwards

Data Annotator

- Work closely with the Data Science and Business Intelligence teams, to power in-house Machine Learning and Artificial Intelligence models by generating high-quality training datasets and validate performance of the models.
- Inspect and understand customer data combined with contextual knowledge which can vary from case to case.
- Annotate images, video, and audio data into simple and advanced classes, based on well-defined instruction sets.
- Review and edit annotated data to improve accuracy and deliver high.

School of Scholars – October 2020 to February 2022

Assistant Administrator

- Responsible for working with the principal and office administration.
- Make all kinds of documents like forms, timetables, circulars, notices formatting & editing.
- Maintained data on excel sheets, formatting & putting formulas, and making reports.
- Typing and editing exam papers & worksheets in English and Urdu.

MangoTech Solutions – (Contract) June 2020 to Sep 2020

Data Scraper & Digital Marketing Intern

- Responsible for extracting and ingesting data from websites using web crawling tools.
- Data Compiling & Sorting Information on Excel, putting formulas and making reports.
- Data Entry Specialist
- Create effective posts for social media
- Finding Creative Content

SKILLS

- Web Scraping
- Microsoft Office (Microsoft Word, Microsoft Excel, Microsoft PowerPoint)
- Python
- Canva (Graphics Designing Tool)
- WordPress
- Python
- Raspberry Pi

INTEREST

- Start-ups
- Fitness
- Horse riding

REFERENCES

- Available Upon Request