

**SAIMA SAQIB**  
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Developed strong analytical and pattern recognition skills within data-driven environment, with focus on accuracy and quality. Demonstrated ability to work with diverse data sets and annotation tools to deliver precise results. Seeking to transition into a new field, leveraging data analysis and problem-solving skills.

Professional data specialist with strong focus on accuracy and efficiency in data annotation tasks. Proven ability to collaborate effectively within teams and adapt to evolving project requirements. Skilled in data labeling, categorization, and ensuring data quality. Reliable and results-driven, with keen eye for detail and commitment to achieve project goals.

Experienced with data annotation techniques and tools to ensure high-quality data outputs. Utilizes attention to detail and analytical skills to enhance data accuracy. Knowledge of collaborative processes and adaptability in fast-changing environments.

## WORK HISTORY

Data Annotator, 03/2021 - 12/2024  
Teleperformance Canada – Waterloo, Canada

- Supported project managers by meeting deadlines while maintaining the quality of annotations.
- Enhanced data accuracy by meticulously annotating and labeling various data types.
- Utilized annotation software efficiently for quick turnaround times without compromising on quality or precision.
- Trained new team members on annotation tools, ensuring consistency across all projects.
- Participated in regular team meetings to discuss project updates, challenges, and opportunities for growth.
- Contributed to the development of AI algorithms through precise data annotation tasks.

- Assisted in refining annotation guidelines to improve overall efficiency and accuracy within the team.
- Maintained open communication with the project lead, reporting progress and challenges faced during annotations.
- Reviewed peer annotations regularly, offering constructive feedback for continuous improvement as a team.
- Collaborated with a team of annotators for consistent and accurate data labeling efforts.
- Strengthened AI model performance by identifying patterns and trends in annotated data sets for further analysis.
  
- Increased cross-functional collaboration by working closely with engineers to understand project requirements better.
- Followed strict quality control measures for consistently reliable results throughout diverse assignments.
- Reduced errors in machine learning models by providing high-quality annotated data.
- Kept up-to-date with industry developments and trends in data annotation techniques and tools.
- Ensured adherence to data privacy policies while handling sensitive information during the annotation process.
- Demonstrated strong attention to detail when working on complex projects involving multiple layers of information.

## **EDUCATION**

B.Ed .

MASTER : ENGLISH LITERATURE  
PUNJAB UNIVERSITY- LAHORE -PUNJAB

## **ACCOMPLISHMENTS**

- Resolved product issue through consumer testing.
- Used Microsoft Excel to develop inventory tracking spreadsheets.
- Supervised team of 25 staff members.

## **SKILLS**

- Data annotation
- Microsoft Office Suite (Word, Excel, Outlook)

- Email and Online Communication Platforms
- Video Editing and Reporting Tools
- Machine learning
- Ethical considerations
- Feedback receptivity
- Data privacy awareness
- Multilingual capacity
- Teamwork
- Fast learner
- Problem-solving
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#### Data labeling accuracy

- Call Centre Systems and Software
- Social Media Content Moderation Tools
- Natural language processing
- Pattern recognition
- Data categorization
- Adaptability to tools
- Cross-functional coordination
- Image annotation expertise
- Teamwork and collaboration

#### CERTIFICATIONS

- CAN TP Health and Safety Induction Module 1-5, 01/01/24
- CAN TP Health and Safety Induction Training Post Test, 01/01/24
- CAN TP Global Privacy Training, 01/01/24
- CAN TP Global Privacy Training Post Quiz, 01/01/24
- CAN TP Onboarding Security Training, 01/01/24
- CAN TP Onboarding Security Training Post Quiz, 01/01/24
- CAN TP Global Anti-Corruption Training, 01/01/24
- CAN TP Anti-Corruption Training Post Quiz, 01/01/24
- CAN TP 10 Ways to Go Green at Work, 01/01/24
- CAN TP Global Phishing Course, 01/01/24
- Diversity and Inclusion (English), 01/01/24

#### LANGUAGES

Urdu Punjabi  
Hindi English