



## NAZIA.G.H

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SOUTHERN GOVERNORATE, BAHRAIN

### CONTACT DETAILS

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CPR NO : **890837821**

CURRENT EMPLOYER : KBH GROUP,MANAMA,BAHRAIN

WORKING AS HR & ADMIN ASSISTANT

Responsibilities: Handling Employee Relations & manages, plan, direct and coordinate the administrative functions of the organization.

Also

- a) Providing customer service
- b) Managing inventory of assets and supplies, sourcing for suppliers (vendors) and submitting invoices
- c) Scheduling and coordinating meetings, interviews, events and other similar activities, Sending out and receiving mail and packages
- d) Sending faxes and emails
- e) Managing documents and files
- f) Sending and receiving documents for the company
- g) Answering the phone & holding records
- h) Assisting in various daily operations
- i) Operating a range of office machines such as photocopiers and computers
- j) Greeting guests and visitors
- k) Doing settlement process for Employees , handling & managing their needs
- l) Tracking visa status , LMRA Business Requirements , Medical Insurance facility etc

### CAREER OBJECTIVE

To seek a challenging career and to excel in all professional opportunities offered to me, in the fields of Information Technology and technical field.

**5 Years of Overall Experience and highly knowledgeable in**

- 1. Automated testing tool CAST (Computer Aided Software Testing)**
- 2. Xml, Html, Sql & plSql languages**

3. Manual Testing
4. Automation Tools like QTP & Selenium.
5. Project Coordination and Quality Analyst

<b>PAST COMPANY DETAILS</b>
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1. CAPGEMINI INDIA PVT LTD- 2013 to 2015
2. NETWORK SYSTEMS- 2017 to 2018
3. QUINOID BUSSINESS SOLUTIONS – Jan 2018 to Jun 2018

<b>PROFILE</b>
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- » Was working for Shared Services project as a Senior Software Engineer with CAPGEMINI INDIA PVT LTD.
- » Overall Experience of 2 years in IT industry in CAPGEMINI INDIA PVT LTD.
- » Have a very Good knowledge in Clarity and CAST tool.
- » To work in a challenging environment that provides opportunity to learn key Technologies.
- » Been an effective team player and to be an asset for the organization by delivering to the best of my capabilities.

<b>TECHNICAL SKILLS</b>
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**Languages:** C,C++,Dot Net, My Sql, Xml, Html, SAP, Oracle Database(Sql & plSql)

**Operating systems:** Windows XP & Windows 7

**Automation Testing Tool:** CAST(Workin Experience),Winrunner, QTP, Selenium

**Manual Testing:** Handling & checking the quality of web & desktop applications

**Project Management Tools :** JIRA & MANTIS HUB

<b>CERTIFICATIONS</b>
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- » Foundation in software Engineering (C,C++ & Dot Net)
- » Oracle Database(Sql & plSql)
- » Certified in Software Testing

<b>CONTRIBUTIONS</b>
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- » Excelled in finding, documenting and reporting bugs, errors, interoperability flaws and other issues within proprietary software applications developed for different projects.
- » Consistently recognized for excellent problem-solving and helping my juniors for knowledge sharing & analytical skills by programmers, project managers and supervisors.

## EXPERIENCE

Project Name	Shared Services - ICAST	
Role	AIA(Application Intelligence Administrator)	
Roles performed	Analyze the applications with appropriate environment setup. Deliver the application with proper user credentials to the iExpert.	
Technology used in project	Operating System	Windows XP & Windows 7
	Analyzer Tool	CAST 7.0.9 , 7.0.10 & 7.0.2
	Environment	All kind of application
	Technology	All Technologies
Description	CAST's analysis software reads code at the rate of 2,500,000 lines per hour, analyzing and understanding every single detail of applications across layers, technologies and languages. The CAST solution can read, analyze and semantically understand most kinds of source code, including scripting and interface languages.	

Project Name	Networkz Systems	
Role	Manual and Automation Testing	
Roles performed	Analyze the applications with appropriate environment setup.	
Technology used in project	Operating System	Windows XP,Windows 7,Windows 8
	Analyser Tool	Selenium IDE ,Selenium Webdriver
	Technology	Java

Project Name	Quinoid Bussiness Solutions	
Role	Quality Analyst and Project Coordinator	
Roles performed	Analyze the applications with appropriate Testing environment setup and maintaining and Handling projects . Design & Execution of test cases manually. Dealing with Customer for project requirements & working on hands to hands on with team for the on time delivery of the projects satisfying company standards. Creating Reports & maintain for future use.	
Technology used in project	Operating System	Windows 7,Windows 8
	Analyser Tool	Selenium IDE ,Selenium Webdriver
	Environment	Desktop & Web Applications
	Technology	Java

### ACHIVEMENTS

- » Got PROJECT STAR award for best performance in team within 6 months from joining.
- » Appreciation award for helping my juniors for finding & Solving Issues.

### KEY SKILLS

- » Good analytical and planning skills.
- » Strong verbal and personal communication skills.
- » Good decision making skills.
- » Self-motivated and initiator.
- » Ability to work under pressure.
- » Good presentation skills.

### EDUCATIONAL BACKGROUND

- » Pursuing MBA in HR Management from Annamalai University as Distance Education.
- » B.Tech from P.A.Aziz College of Engineering in year 2011 with 65%.
- » Passed 12th from VSSC Central School in year 2007 with 64 %.
- » Passed 10th from VSSC Central School in year 2005 with 62 %.

### ACADEMIC PROJECTS

**MAIN PROJECT:** DESIGN OF PRECISE CONTROLLED AUTOCLAVE USING PID CONTROLLER AND THYRISTOR CONTROL (ISRO)

**MINI PROJECT:** ADVANCED ENERGY METER USING IVR

**SEMINAR:** LANDMINE DETECTION USING IMPULSE GROUND PENETRATING RADAR

<b>STRENGTH</b>
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- » Ability to take decisions without being impulsive.
- » Work well independently and as a member of a team.
- » Strongly believe in teamwork.

<b>PERSONAL INFORMATION</b>
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- » Date of Birth : 8th August 1989
- » Native of : Trivandrum,Kerala,India
- » Marital Status : Married
- » Husband's Name : Nishad A
- » Sex : Female
- » Languages known : English, Malayalam, Hindi & Urdu
- » (Read, Write, Speak)

<b>DECLARATION</b>
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I hereby declare that all the information given above is true to the best of my knowledge and belief.

NAZIA .G .H