**XYX**

Address, Buffalo, NY | phone number |email id

**OBJECTIVE:** Looking forward to a challenging job in a reputable organization to utilize my technological and Social work skills for the growth of organization and myself.

**SKILLS & QUALIFICATIONS**:

* Bilingual English/ Bengali/ Hindi.
* Team-Player with Excellent Communication Skills, Flexible, Reliable and Dependable Hard Worker.
* Ability to Multi Task, Make Quick Decision and Solve Problems.
* Knowledgeable in Social work theory model.
* Multiple trainings pertaining to Social work and engagement.
* Steps in the goal-setting and implementation Process.
* Engage or Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities

**Technical Skills:**

* Operating Systems Windows, Linux.
* Strong understanding and hands on experience on Core Java, Maven.
* Selenium Web Driver, Testing, Maven, Cucumber, C Drive.
* Programming languages, Selenium, Java.
* Hands on experience on GIT, JIRA, Jenkins, Cloud
* Experience with tools such as Load Runner, JMeter, TestNG, Ant, junit, Nunit.
* Good Understanding of REST API types (GET, PUT, POST, DELETE) an it's working
* Strong experience in handling Chrome, Firefox, Safari, Edge browser for testing.
* Experience in designing and running stress, load, scalability and performance tests on web applications and backend systems.

**EDUCATION:**

**State University of New York College at Buffalo May 2018**

**Bachelor of Science Social work**

**Erie Community College, Buffalo, NY December 2015**

**Associate of liberal Arts, Social science & Human service**

**CERTIFICATE:**

* Selenium, java H2K
* Computer Support
* Community Engagement
* Human Service
* Poverty & Public Policy
* Honor society
* Mandated Reporter
* Opioid

**Work Experience:**

**United States Postal Service October 2018- Present 2019**

***Mail Processing Clerk***

* Processing incoming and outgoing mail in both plant and Post office facilities using automated mail processing equipment or manual methods of sortation and distribution.
* Using sorting machines, preparing mail for distribution.
* Essential skills are knowledge of postal procedures.
* Attention to details, accuracy, time management, teamwork, and confidentiality.

**Catholic charities, Buffalo, NY**  **September 2017-June** **2018**

***Project Hope (Case Worker)***

* Helping Older People Excel), a care coordination program for seniors in Erie County who have been diagnosed with a mental health illness.
* Securely maintaining 10-11 online client data, client chart in Word, Excel, and PowerPoint.
* Educate and empower clients to access community resources.
* Educate family/caregivers and provide resource information as needed.
* Collaborate with collaterals and community partners.
* Engage in outreach endeavors to increase awareness of program objectives.
* Maintain required documentation and statistical tracking of program efficacy.

**Catholic charities, Buffalo, NY September 2017-June 2018**

***Gathering Place Social Day Program (Staff)***

* Gathering Place is a social program for adults age 60 and older who may need assistance with activities of daily living in addition to physical and cognitive activities and socialization in a supervised and safe environment. Develop individualized service plans for clients.

**Morlock Foundation Inc,Williamsville,NY August 2016-December 2016**

***Data processor***

* Securely maintaining practice fusion online client data, also reviewing client chart in Excel.
* Accurately record daily usage numbers for a food pantry and donation resource.
* Utilize Practice fusion to process usage data and create a weekly report for staff.
* Compel progress notes in online system for counselor use.

**Families' Child Advocacy Network,Buffalo,NY April 2015- December 2015**

***Counselor (Intern Case Worker)***

* Orientation to the Child and Family Team Process is a class designed for families enrolled in Wraparound through Family Voices Network of Erie County.
* Securely maintaining practice fusion online client data.
* Maintained confidentiality of records relating to clients' treatment.
* Collected information about clients through interviews, observation, or tests.
* Encouraged clients to express their feelings and discuss what is happening in their lives, helping them to develop insight into themselves or their relationships.
* Filled out and maintained client-related paperwork, including federal- and state-mandated forms, client diagnostic records, and progress notes.

**Customer Experience: February 2009- December 2014**

* Effectively lead the restaurant.
* Manage time effectively and meet all job responsibilities.
* Maintain a positive work environment for employees and guests.
* Follow inventory control procedures to reduce product loss.
* Trained workers in food preparation, and in service, sanitation, and safety procedures.
* Performed financial activities such as cash handling, deposit preparation, and payroll.
* Resolved customer complaints regarding services.
* Handle telephone calls and taking orders.
* Received payment by cash, check, credit cards, vouchers, or automatic debits.
* Issued receipts, refunds, credits, or changed due to customers.

Note

### Ask to show a related job experience for 2/3 years, prefer a company within the USA.

* Name and Email address of a manager for reference.