**Laxmi Kewat**
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Borivali(W)-Mumbai,
Maharashtra
(+91)9665336960
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## Career Objective

In quest of an innovatively challenging position while leveraging my problem solving skills and knowledge in the Information Technology Industry that offers Professional growth.

## Introduction

Currently completed SEED Certified Technology Specialist (SCTS) Software Testing course from Seed Infotech Mumbai and working with "Indian School of Management and Studies" As a Senior Career Consultant since 2013.

## Academic Profile

- **Bachelor of Science** in **Computer Science** from Shridhar University,Rajashthan in 2013 secured 69% aggregate.

- **Class 12th** (Physics, Chemistry ,Biology and Mathematics) from Shivaji Science College, Rajura  in 2007 and secured 57%.

- **Class 10th**from Mohasin Bhai Zaveri Kanya Vidyalaya, Ballarshah in 2005 and secured 53%.

## Professional Certifications

- MS-CIT (Maharashtra State Certificate in Information Technology)
- C, C++
- SEED Certified Technology Specialist (SCTS)- Software Testing, from Seed Infotech Mumbai.
- Preparing for ISTQB

## Technical Skills

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|---|---|
| Software Languages | C, C++, HTML, SQL |
| Operating Systems | Windows-XP/Vista/7/10 |
| Interests | Manual Testing , Automation Testing |
| MS Office | MS- Word, MS-Excel , MS-Powerpoint , MS-Access |
| Tools | MS Office, Knowledge of Automation tools |
| Software testing | Manual Testing |

## Projects Undertaken

- **Projects Undertaken:**
  **Testing Project**
  **Name:** Orange HRM
  **Team Size:** 5
  **Role:** Tester
  **Key Responsibilities**:
- Requirement Analysis
- Coming up with Test Scenarios based on the requirements gathered.
- Designing test cases that test the requirements such that maximum possible coverage is achieved.
- Undertaking an Overview of Orange HRM 2.5 application, the system to be tested.
- Execution of the test cases and logging the defects.
- Creating a defect report in detail with the priority/severity of each bug.
- Compiling usability/UI Observations
- Compatibility testing of the system and taking observations.

Presenting the whole process of the undertaken project before Test Manager.

## Work Experience

**Organization name**: Indian school of Management and studies.
**Position:**  Sr. Career Consultant
**Working period**:  August 2013 to Present Date

**Career Consultant Roles and Responsibility :**
- Identifying prospective students/working professionals
- Tele calling, face to face and off line/online marketing interface to market the courses.
- Follow up and closing joining.
- Documentation of all student joining documents such as transfer letters, exception letters, certificates, photographs, personal details and identification documents.
- Complying to check list of student joining kit.
- Assisting students in taking decisions on courses to opt for.
- Managing Student Referral Program

**Handholding students**
- Assist students in all enquiries regarding transfer, paper transfer, semester break and all other academic activities.
- Assisting students in choosing papers and add on courses.
- Providing fee details and ensuring periodic and timely fee payment.
- Ensuring documentation of all qualifications and papers.
- End to end enquiry support until a student completes course.
- On successful completion of the program, We have to helps the students in meeting their career aspirations.
- The Institute has a dedicated placement cell, which is in constant touch with the industry and essentially keeps the students informed about the requirements and developments in different industry sectors regarding the career opportunities available.

- Building relationships with employers and job seekers
- Follow up till closing joining.

## Extra Curricular Activities

- Attended Robotics Seminar Event at the College Techfest.
- Member of IEEE at the College,

## Strengths

- Honest and optimistic in nature, having positive attitude towards problem.
- Innovative thinking and passion for challenges.

## Hobbies

- Internet Surfing
- Playing Computer Games.
- Listening Music, Reading

## Personal Information

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|---|---|
| Name | : Laxmi Mohanlal Kewat |
| Father's Name | :Late. Mr.Mohanlal Kewat |
| Date of Birth | :17th Jan 1990 |
| Correspondence Address | :B-3 Green Lawn Building, IC Colony , Borivali(w),Mumbai |
| Passport No. | :N1851434 valid till 23/8/2024 |

I hereby declare that all the information given above is true to the best of my knowledge and belief.

**Place:**

**Date:**

**Laxmi Kewat**