**Capita Novus**

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| **Novus Name:** | Taranpreet Padda | C:\Users\p10334865\Pictures\Novus m.jpg |
| **Role:** | Software Tester |
| **Availability:** | Immediate |
| **Last Assignment:** | Capita Training |

# PROFILE SUMMARY

Taranpreet is a highly ambitious and passionate Business Information Systems graduate who is looking to gain further valuable experience within the IT industry. Taranpreet thrives on working with diverse groups of people with different expertise, knowledge, backgrounds and aspirations and would be a credit to any organisation. He is a “get things done right” kind of person and thoroughly enjoys building relationships throughout the course of a project and beyond, always adopting a strategic approach to all initiatives yet equally as flexible when the “roll the sleeves up” approach is required.

Taranpreet excels in the field of Quality Assurance and Testing and has already received a number of plaudits from Senior Managers for his contributions on previous work placements. He has a keen eye for detail, always looking to find defects prior to releases so that the product or service exceeds the customer’s expectations.

The Novus Programme for Test Analysts is an aid in the development of Taranpreet’s career. The programme allows him to further develop his current knowledge and understanding of the subject and an opportunity to make use of this, with hands on practical experience. Along with his knowledge, his soft skills have been greatly enhanced along the way.

In a few years Taranpreet would like to be one of the leading Test Analysts in the UK who will revolutionise the world of Test Management.

# PREVIOUS ENGAGEMENTS

**Capita Novus**

**Software Testing Trainee**

**May 2016 - Present**

Capita’s intensive programme covers both theoretical and practical aspects of Software Testing. As well as engaging with real projects to prove the skills acquired, the programme equips the individual with the skill sets required to be a successful Software Test Analyst.

*Your account manager can provide a full course outline if required.*

**Process Navigators Limited**

**Junior Quality Analyst**

**May 2014 – October 2014**

Taranpreet’s position at Process Navigators Limited gave him the opportunity to put the theory and knowledge that he gained while completing his degree into practice. This also gave him his first real insight into working in the railway industry for a global leader.

Key responsibilities:

* Monitor and report on the Quality of deliverables on Distributed Application Projects moving from an outsourced data centre into an internal data centre.
* Ensure that all Testing documentation is consistent across projects.
* Creation of the Risk and Issue Management Process and participating in weekly Risk meetings with Project Managers.
* Participating in ad hoc risk and issue audits on projects.
* Preparation of Standard Operating Procedures and a Process Improvement Plan for Senior Management.
* Participating in Lessons Learned sessions at the end of each Cluster of projects.
* Documenting a Best Practice reference guide for all documents produced to aid in ensuring documents are fit for purpose.
* Recommending Business Value Adding Quality KPIs, documenting the KPIs and ensuring they are captured and reported on each month.
* Performing the Quality Gate checks across numerous projects during the Projects Life Cycle.
* Working closely with Project Managers to ensure the Projects are delivered to Time, Cost and Quality.
* Responsible for ensuring effective correction action is taken as and when Management are given Management Action Plans as the result of external audits.
* Attending the weekly Project Review Board meetings to report on the Projects Quality status.
* Creation of documentation standards and educating the organisation on the use of them.
* Creation of a new Quality Plan Template for Project Managers to use.
* Ensuring that all project documents are reviewed and approved and the evidence is kept in SharePoint.
* Working closely with the Architecture Review Board to aid in decreasing the re-work required on Infrastructure Designs.

**EDUCATION**

## University of Wolverhampton

## BSc (Hons) Business Information Systems – 2:1 Classification

## September 2011– May 2014

## Key Modules:

## Academic and Professional Skills

## IS/IT in Organisations

## Systems Analysis and Design

## Programming and Problem Solving

## Marketing Principles

## Risk Management

## Database Systems

## Information Systems Development and Implementation

## Impact of IS on Organisations

## IS/IT Management

## Professionalism and Enterprise

## IS acquisition and Development Methods

## Business Analysis and Consultancy Skills

## Managing Projects

## Professional Project Deliverable

## Dissertation/ Final Year Project:

## Taranpreet’s final year project was an in depth document on the use of emerging technologies and how they have impacted businesses. Taranpreet did this by researching academic and news artefacts and documented options for organisations to implement and support the use of emerging technologies.

## Blessed Robert Johnson Catholic College

## September 2004–Jun 2011

## A-Levels: Business Studies, Information Technology, Product Design, General Studies.

## 9 GCSE’s including Maths and English

# QUALIFICATIONS AND SKILLS

**Completed:**

* ISEB-ISTQB Foundation to Software Testing

**Working Towards:**

* MS Certification

**Technical Skills:**

* All Microsoft Window Applications
* Basic level SQL Language
* Windows Phone, IOS and Android
* Microsoft Visual Studio 2010
* Microsoft Visio
* Microsoft Project

# INTERESTS AND HOBBIES

* Football
* Running
* Gym
* Gaming
* Technology
* Socialising
* Fundraising / Volunteering
* Charitable Work
* Enjoys reading literature