



AVISHEK CHANDA

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Administrative Assistant seeking roles in Software Engineering, Software Development, Application Support, Manual Testing, Automation Testing, Project Management, Change Management, Quality Management, Requirement Gathering, Core Java, JIRA, HTML, CSS, XML, C, C++

Current Designation: Administrative Assistant - IT	Total Experience: 4 Year(s) 8 Month(s)
Current Company: Life Insurance Corporation of India (LIC)	Notice Period: 15 Days or less
Current Location: Kolkata	Highest Degree: B.Tech/B.E. [Computers]
Pref. Location: Hyderabad, Kolkata, Pune	
Functional Area: IT Software - Application Programming / Maintenance	
Role: System Analyst	
Industry: Insurance	
Marital Status: Single/unmarried	
Key Skills: Administrative Assistant, System Analyst, Software Engineering, Software Development, Application Support, Manual Testing, Automation Testing, Project Management, Change Management, Quality Management, Requirement Gathering, Core Java, JIRA, HTML, CSS, XML, C, C++	
Verified: Phone Number Email - id	

Last Active: 21-Jan-21

Last Modified: 21-Jan-21

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Summary

- * Result-oriented professional with 4 years of experience in Production Application Support (L2&L3 Support)(High Risk & High Availability) and in depth knowledge of working in Assurance domain.
- * Resourceful in functional analysis, mapping of requirements to design, database designed preparation of functional specifications.
- * Working knowledge of IBM FileNet P8 and integration with SAP XI and billing modules.
- * Proven capabilities in working with customers, project managers and technical teams for securing & executing concurrent projects.
- * Evaluated and documented spatial data, workflows, and test topologies.

Work Experience

Life Insurance Corporation of India (LIC) as Administrative Assistant - IT Feb 2020 to Till Date

- * Perform various administrative tasks of the IT department Of the Life Insurance Corporation of India.

Note: Due to some family constraints i had to quit the Software field and had to move to my hometown for this PSU government Job. Presently working as an administrative assistant in LIFE INSURANCE CORPORATION of India but never able to cope with the work environment for a single day as i know this situation was bound to happen but due to the unforeseen circumstance which landed me to this job. Being a computer science engineer i am hoping to get back onto the software field ASAP and looking forward for some good opportunities as i feel IT is the field where my heart was, is and will be.

Tata Consultancy Services (TCS) as System Engineer Jan 2016 to Jan 2020

Role across the tenure:

- * Interacting with the users for requirement gathering; preparing functional specifications and low-level design documents.
- * Managing projects involving resource planning, team building and delivery in the stipulated budget while ensuring customer interest and requirements.
- * Engaged in all phases of the project life cycle inclusive of scoping, development, integration, deployment, testing, maintenance and production support.
- * Mapping client's requirements and providing them best solutions involving evaluation & definition of scope of project and finalization of project requirements.
- * Monitoring multiple projects from conceptualization and visualization to technology mapping and final execution.
- * Ensuring timely completion & delivery of project to the client and extending production support of multiple applications.



Important

- Using Free CV Search you have access to featured candidate profiles of Naukri. You can browse through the profiles and email the candidates of your choice directly using the email option provided. To prevent misuse of candidate information, contact details and attached resume of the candidates have been withheld.

- * Planning, executing, monitoring and reviewing ongoing projects / service management.
- * Developing, implementing & providing all kinds of support for business application software for clients.
- * Implementing solutions that effectively resolve problems or provide improvement.

Highlights:

- * Led the design, documentation, implementation, and maintenance of several applications that were part of the IBM Filenet P8 product suites including the main server application.
- * Developed several unix (Shell programming) and Powershell programming scripts to automate business processes for smooth execution of the same.
- * Involved in manual testing which included Functional Testing, Validation as well as User Interface testing, Regression testing.
- * Serve as a key member of software testing team as QA tester.
- * Served as Configuration Controller for the team where quality assurance and quality control methodologies standards are implemented.
- * Had direct interaction with client and Business Analyst to understand the requirement thoroughly.
- * Preparation of weekly and monthly status reports for the team.
- * Acted as a TEAM lead for the "TCS-PSEG 1000 On premise to AWS Cloud migration of the applications" project which was a great success and for which received huge appreciation from the Client side on personal level and organizational level as well.
- * Mentored and coached the project team on areas such as design, development and implementation; planned and integrated the work of multiple teams on a project; provided input on team performance and reward.
- * Recipient of awards such as Star of the Month and Best Performer for automation related tasks and for other technical advancements in project.
- * Continuous High performer for TCS with 3 consecutive "A" Band for the complete dedication towards my work.

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Education

UG: **B.Tech/B.E. (Computers)** from **jalpaiguri government engineering college** in **2015**

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IT Skills

Skill Name	Version	Last Used	Experience
C,C++,Core java, XML, HTML, CSS,			
PL/SQL,shell ,Powershell scripting			
Eclipse, visual studio, Service-now			
MS Word, Excel, Power Point			
HP QC/ALM,JIRA,Windows			

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Languages Known

Language	Proficiency	Read	Write	Speak
English				
Hindi				
Bengali				

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Affirmative Action

Physically Challenged: **No**

Work Authorization

Job Type: **Permanent**

Employment Status: **Full time**

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