Contact

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www.linkedin.com/in/
smatovatatiana (LinkedIn)

Top Skills

Test Management Systems:
TestRail, Excel

Bug Tracking Systems: JIRA, Excel

Database Management: MySQL,
Putty+HeidiSQL

Languages

English (Elementary)

Russian (Native or Bilingual)

Tatiana Smatova
Manual QA Engineer
Minsk

Summary

• Professional with a focus on the wholesale economy

• Experience in various ERP (Enterprise Resource Planning)
systems

• Experience of writing requirements for the development of
additional application functionality for the needs of the company and
its testing.

• Experience in functional testing of web sites, web based
applications

• Experience in testing requirements

• Experience in creating test documentation (check-lists, test cases,
bug reports, test result reports, estimations)

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Experience

Eurotorg LTD
Development Department Analytics Specialist
July 2018 - Present (3 years 4 months)
Minsk, Belarus

* administration of the database of lease agreements

* development of technical specifications for the formation of a database

* control over the terms of contracts

* coordination of work processes between related departments

companies (lawyer, operation management, marketing, accounting)

* reporting

test IO
QA Tester
2018 - 2019 (1 year)

TekhnoShok
Management Accounting, Logistics specialist
September 2012 - June 2018 (5 years 10 months)
Minsk, Belarus

• Accounting for the movement of goods (warehouse accounting of materials, goods, products)

• Accounting and analysis of sales of goods, products, services

• Cash flow accounting at the cash Desk, Bank

• Accounting for settlements with debtors / creditors

• Cost accounting

• Pricing (calculation of the cost of goods)

• Calculation of staff salaries and bonuses

• Preparation of reports on the company's activities

• Writing requirements for the development of additional functionality for the ERP-system for the needs of the company and testing new feature

https://ckb.by
Freelance
May 2017 - May 2018 (1 year 1 month)
Minsk, Belarus

• SEO-promotion

• Conducting advertising campaigns in Yandex direct and Google adwords

KarexCentre LTD
Logistics specialist
August 2009 - September 2012 (3 years 2 months)
Minsk, Belarus

• Making orders to the supplier.

• Making of documentation for freight carriers, customs and certification authorities

• Accounting and analysis of sales of goods, products, services

• Accounting and control of orders to suppliers in ERP system

I.S.P.A.-Belarus
Technician-programmer
January 2007 - August 2009 (2 years 8 months)
Minsk, Belarus

• Making orders to the supplier

• Design of graphic and information content of the corporate website

• Accounting and control of orders to suppliers in ERP system

DINAS LTD
Technician-programmer
April 2004 - September 2006 (2 years 6 months)
Minsk, Belarus

• Preparation of advertising layouts for typography
• Corporate website administration (making of graphic and information content)

Education

IT Academy
Student, Python developer · (June 2021 - October 2021)

IT Academy
Student, QA Testing · (2018 - 2018)

Minsk State Radio Engineering College
 · (2001)