



MANAS TOKTOMBAEV

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I am interested in the Junior QA Specialist position. Open minded, result-oriented team player with eight years experience in UN and OSCE and a passion for pastry. I am inspired by innovative immersive experience and challenging work involving non-stopping learning cycle, search for answers, and knowledge that our joint activity improved the performance and allowed to accomplish set goals.

TECHNICAL SKILLS

- Project designing and implementation
- Research and analysis
- Budget planning
- Reporting
- Innovative thinking
- Creative approach
- Empathy
- Teamwork

LANGUAGE SKILLS

Russian – native
English - advanced

INTERESTS

Pastry
CrossFit

EXPERIENCE

Practical study-course QA specialist, SkyPro platform

March 2022 – TILL PRESENT

- Test-plan drafting (qase.io).
- Test-design and levels of testing.
- Checklist drafting (SITECHKO).
- Documentation testing.
- Bug reporting (Jira)
- Test reporting (Confluence)
- API testing (Postman - POST, PUT, GET, DELETE requests, Mockoon – intro level)
- SQL table creation; SELECT, UPDATE, DELETE and functional requests (PostgreSQL)

Relocation to Kazakhstan – Leave for family reasons

OCTOBER 2019 – TILL PRESENT

- Now available for full-time position in Almaty, Kazakhstan.

Population Services International, Bishkek, Kyrgyzstan – Key population component Coordinator

JANUARY 2018 – SEPTEMBER 2019

- Managed pilot project under the key population component.
- Supported two implementing NGOs in delivering services and reaching out key population group.
- Increased project team capacity in reaching out key population group through close in-field interaction and performance analysis.
- Conducted on-board skills training, introduced new approaches to reach clients within key population and improve overall project performance.

OLOLO HAUS co-working, Bishkek, Kyrgyzstan – Event manager

FEBRUARY 2017 – JULY 2017

- Organized and coordinated guest lectures.
- Invited guest speakers.
- Drafted and designed promo materials using CANVA platform.
- Promoted events through Facebook and Mailchimp.

Relocation to Dushanbe – Leave for family reasons

AUGUST 2014 – AUGUST 2016

- In 2016 started small home-based pastry shop.
- The best cheesecake New York with freshly cooked berry sauce.
- Truly Red Velvet cake.
- American apple pie with best apples.

OSCE Centre in Bishkek, Police reform programme, Bishkek, Kyrgyzstan - Senior programme assistant

JULY 2013 – JULY 2014

- Managed project activities under the police reform portfolio.

- Facilitated communication between state officials, experts and NGO representatives.
- Prepared information briefs prior and after working meetings.
- Organized coordination meetings and roundtables with partners (budgeting, planning and logistics) with 10 to 100 participants.

UNDP Grant Implementation Unit, GFATM, Bishkek, Kyrgyzstan - Programme Specialist (SC-7)

DECEMBER 2012 – MAY 2013

- Monitored sub-recipient activity and administered budget.
- Verified and correlated budget expenses and project activity.
- Coordinated subrecipient meeting.

OSCE Centre in Bishkek, Economic and Environmental Dimension (EED), Bishkek, Kyrgyzstan - Senior programme assistant

JUNE 2011 – APRIL 2012

- Designed and implemented public event "Evening's of Contrast" to mark the 9th of December, the International Anti-Corruption Day.
- Managed anti-corruption project portfolio under EED's 2011 programme.
- Developed EED portfolio in the fields of anti-corruption and support to the State Customs Service for 2012.
- Facilitated communication between state officials, experts, NGO representatives and international partners.
- Prepared information briefs prior and after meetings.

Soros Foundation-Kyrgyzstan, Programme Coordinator, Bishkek, Kyrgyzstan

2007 – 2012

- Implemented project activities under Women's, Ethnic Development and East-East experience exchange programmes.
- Coordinated revision of submitted grant applications.
- Monitored and consulted grant receiving NGOs.
- Examined submitted narrative and financial reports upon grant closure.

EDUCATION

OSCE Academy in Bishkek, Bishkek, Kyrgyzstan – Master's degree in Political Science in Central Asia

GRADUATED JULY 2006

American University in Central Asia, Bishkek, Kyrgyzstan – Bachelor's degree in Comparative Politics

GRADUATED JULY 2004