**AMBREEN NADEEM**

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**OBJECTIVE**

**A Software testing position where my Software Engineering knowledge, programming skills and strengths in communication and public relations will contribute positively to your organization**

**TECHNICAL SKILLS SUMMARY**

* Solid understanding of Object Oriented Programming concepts and principles
* Programming language C#, Java and frame works like J2EE
* Good knowledge in web designing including Web Expression, HTML, XML and .NET4.0 advanced web application tools
* Knowledge in SQL Server 2008 and Microsoft Access
* Familiar with Operations Systems like Windows XP, Windows 7, Windows 8, UNIX/LINUX
* Extensive knowledge in office software including Microsoft Word, Excel, PowerPoint
* Extensive knowledge of development tools like Visio, Visual Studio 201X, Microsoft Project 201X
* Experience in Software Engineering methodologies: Unified Process, Agile and Waterfall
* Extensive knowledge of HP Quality Center
* Experience in administrative and culturally diverse client-focused positions

**WORK EXPERIENCE**

**Quality Assurance Tester** 2013

Scotia Bank, Toronto, ON

* Reviewed project documentation and specifications for testing based on business requirements
* Used HPQC to create Parent and Child requirements, test plans, test scripts, and test cases
* Created and execute test cases for functional testing for Banking Projects
* Raised defects identified during test phase and reported to development with proper priorities

and severities

* Uploaded requirements in Requirement Module of HP Quality Center
* Processed transactions in FFT, TKS, and Intralink
* Knowledge of Canadian Banking Applications

**Student Representative/Office Assistant**  2009 - 2013

Centennial College, Toronto, ON

* Provided information to students about financial aid, admission and services provided by

the college in a timely manner

* Conducted tours for students during orientation and travelled to other campuses to provide

assistance during recruitments events

* Customized information packages to meet student specific requirements, and prepared mail

and parcels for delivery

* Relayed and transferred calls to appropriate department so that students get correct

information right away

**WORK EXPERIENCE (cont’d)**

* Entered data information into student database and checked accuracy of student information

to generate their ID

* Experience in administrative and culturally diverse client-focused positions
* The ability to handle multiple tasks in a calm and professional manner by helping students at

the reception desk at the college

**Retail Clerk** 2009

Fabric Town, Toronto, ON

* Provided quality customer service to customers during shift
* Showed merchandise, provided information or items in store and helped clients choose the

right fabric

* Organized store; put fabrics in appropriate areas for easy access; maintained neat and tidy

store; Upsold accessories and provided information directions to clients

**EDUCATION**

**Health Information Technology-Advanced Diploma** 2011 - 2013

Centennial College, Toronto, ON

**Relevant courses completed:**

Network Technologies (Grade A+) Advanced Database Concepts (Grade A)

Software Eng. Fundamentals (Grade A+) IT Project Management (Grade A)

Object Oriented Software Eng. (Grade A+) System Integration (Grade A)

**Academic projects completed:**

* Successfully developed and deployed an E-Commerce website named

www.AmberPhones.com using Microsoft ASP.NET Technology, Javascript, C#, and

Microsoft SQL server 2008 as part of the web project

* Successfully developed a database system for pharmacy, to retrieve and update records of patients, employees and doctors using MySQL as part of group project

**Office Administration Diploma - Medical** 2011

Centennial College, Toronto, ON

**Bachelor of Arts Degree - Major in Education** 1990

Punjab University, Pakistan (Canadian equivalency confirmed by ICAS in 2009)

**VOLUNTEER EXPERIENCE**

**Volunteer Assistant**  2008 - 2009

West Scarborough Community Centre

* Created activities for children so that children were prepared to go to junior kindergarten
* Helped in preparing lunch for children
* Read short stories for them and kept them busy
* Communicated with the parents about the progress of their children

**References Available Upon Request**