SORNA KESAVAN

Melbourne, VIC ✦ **Australian PR** ✦ **Email: al.sorna01@gmail.com**

Professional Summary

Dedicated and focused data entry professional excels at prioritizing, completing multiple tasks simultaneously and following through to achieve project goals. Also adapt at developing and maintaining database. Able to handle confidential information and identify areas for system improvement with ease.

Skills

- Proficient with Advanced Microsoft Office Suite Knowledge
- Data Entry and Order Processing
- Spreadsheets and Database Program
- Tech Savvy

- Adaptability
- Team Worker
- Analytical & Multitasking
- "Can Do" & Pro - Active approach

Work History

Community Language Teacher   **Aug 2019 to Mar 2021**
Bharathi Academy, Melbourne

- Provide high-quality language lesson development and delivery for varied students from different backgrounds.
- Participate in on-going planning development and evaluation of curriculum
- Use a variety of instructional strategies to provide equity and excellence to students of all ability levels, Collaborate with teachers for effective results.
- Extensively used Google Suite and Office 365 for Session planning, Student Interaction, Presentations, Assignments and Online meetings.

Junior Software Tester   **Jan 2019 – Feb 2019**
Logitrain Institute of Technology, Melbourne

- Participated in a one-month internship.
- Development of test procedures and cases based upon requirements.
- Conducted tests and preparation of reports on test progress and regressions.
- Responsible for running test validations, developing testing plans, and estimating project resources.
- Install Configure and Learn Selenium Web Driver Development of test procedure and cases based upon requirements.

Computer Aided Survey Assistant & Data Entry   **Jan 2014 – Dec 2016**
Nielsen Market Research Company, Dubai, UAE

- Worked with MS Word, Excel, PowerPoint and Access.
- Prepared and designed questionnaires.
- Ensured data quality and data readiness for processing.
- Worked under challenging deadlines.
- Survey analysis and worked to receive the best expected results.
- Worked with different internal teams to ensure timely delivery of project.
- Solve, correct errors in company data management systems.
- Manage and update lists, registers and databases.
- Maintain accuracy of required reports and logs.

IT Coordinator & Data Entry   **Dec 2010 – May 2012**
Arenco Media City, Dubai, UAE

- Assisted the IT Manager and administered day-to-day IT operations.
- MIS Reports generation and Systems Management.
- Assisted in data validations and ensuring SOP adherence.
- Processed daily, monthly and weekly reports.
- Closed terminated records and completed chart audits.
- Compiled statistical information for special reports.
- Effective coordination and good communication with internal teams and external vendors.
- Verified and logged in deadlines for responding to daily enquiries.
- Successfully established effective systems for record retention by creating database for daily correspondence tracking.

Education and Credentials

Master of Science in Information Technology

Kamaraj University, India

Bachelor of Science in Mathematics

Bharathidasan University, India

Professional Development

ISTQB Certified Tester | VB.Net and ASP.Net

AGILE Foundation Certification | ITIL V3 Foundation Certification