KOKILAVANI MANI
Software Quality Analyst

📞 +91 9176667886
✉ vkoki1988@gmail.com
in linkedin.com/in/kokilavani-mani

CORE COMPETENCIES

- Software Development Lifecycle
- QA Plan and Strategy
- Project Management
- Risk Management
- Quality Process Design
- Defect Tracking & Validation
- Project Delivery & Management
- Team Building & Leadership
- QA Process Improvement Initiatives

SOFT SKILLS

- Communicator
- Collaborator
- Motivator
- Team Leader
- Implementer
- Analytical
- Problem Solver/Change Agent

CAREER TIMELINE

Sep'15 – Feb'16 InnovIT Systems Pvt Ltd.

Apr'16 – Nov'16 Satvat Infosol Pvt Ltd.

Dec'16 – Nov'17 Solverminds Solutions & Technologies Private Limited.

Jun'18 – Nov'18 Ramco Systems Pvt. Ltd. Chennai

Dec'19 – Dec'21 Perficient India Pvt Ltd.
Mar'22-Oct'22 Senior Executive SQA with Ramco Systems Pvt Ltd.Chennai

Nov'22-till now ACL Digital India Pvt Ltd.Chennai

JOB OBJECTIVE

Results-driven IT Professional offering **over 7 years** of experience in Software Compliance, targeting assignments in **Software Quality Assurance**

PROFILE SUMMARY

- **Senior Compliance officer in CMMI, ISO, ISMS** with rich experience in ensuring the proper implementation of the **Quality Management System**

- Results-driven **Quality Assurance** professional with expertise in process improvement, audit, and compliance. Proven track record of identifying and addressing process gaps, ensuring process compliance, and driving organizational excellence. Skilled in data analysis, risk management, and metrics development. Strong collaborator with experience working with cross-functional teams. Dedicated to delivering high-quality results and driving continuous improvement.

WORK EXPERIENCE

Since Nov'22
Senior Executive SQA with ACL Digital Pvt Ltd., Chennai.
Key Result Areas:

- **Coordinated with project teams:** Collaborated with cross-functional teams to identify process gaps and implement improvements.
- **Conducted gap analysis:** Analyzed existing processes to identify areas for improvement and implemented changes to increase efficiency.
- **Facilitated and streamlined processes:** Simplified and optimized processes to reduce complexity and improve productivity.
- **Established process baselines:** Created benchmarks for process performance to measure future improvements.
- **Prepared and executed internal audit plans:** Developed and implemented audit plans to ensure compliance with organizational standards.
- **Identified and addressed non-conformities (NCs):** Detected and corrected deviations from established processes and procedures.
- **Conducted surveillance audits for ISO and ISMS:** Monitored and evaluated the effectiveness of organizational systems and processes.
- **Reporting and Analysis :** Prepared BAG reports, Analyzed customer feedback, Conducted defect analysis and Performed SLA analysis and reporting.
- **Conducted risk analysis:** Identified and assessed potential risks to organizational processes and systems.
- **Developed and tracked metrics:** Created and monitored key performance indicators (KPIs) to measure process effectiveness and efficiency.

Mar'22 – Oct'22
Senior Executive SQA with Ramco Systems Pvt Ltd., Chennai.
Key Result Areas:

- Implementing successful offshore team models to enhance bandwidth
- Managing QA environment on build and release management
- Coordinating with Business Analysts and Development Teams to assess requirements and participating in project review and status meetings
- Designing, tracking and disseminating metrics to monitor software quality
- Setting up and managing communication between Development Teams
- Reviewing quality specifications and technical design documents to provide timely and meaningful feedback
- Monitoring every phase of the development process to ensure that the design and software adhere to company standards
- Developing standards and procedures to determine product quality and release readiness

Dec'19 – Dec'21
Associate Technical Consultant with Perficient India Pvt Ltd.,Chennai.
Key Result Areas:

- Managed end-to-end QAC training for US-Life Science domain
- Coordinated with Business Unit Head to allocate the required QAC training for the team members
- Assisted the Head of Quality Assurance and Compliance with tracking and monitoring of compliance with LS policies and procedures
- Reviewed controlled documents, validation documents and test execution results for compliance with LS standards
- Worked for Data Security Team on responding to PRA Approvals
- Worked on Internal Audits in order to support for corp. activities-Health Sciences/ Life Sciences Regulatory and Compliance, GxP, Systems Validation
- Supported Data Security Team (onsite – USA) and external audits like SOC 2 Type2

IT SKILLS

- MS Office
- Internet Applications
- JIRA Tool

ACADEMIC DETAILS

ST.James Mat.Hr.Sec.School.,Trichy -Grade I to Grade X-2005

Sri Jayandera Mat.Hr.Sec.School.,Trichy-Grade XI to Grade XII-2007

Sri Jayaram College Of Engg & Tech.,Trichy-B.Tech IT-2007 to 2011

CERTIFICATION & TRAINING

- **Certification in ISO 9001:2015,TUV Chennai.**
- **Diploma in Software Quality Management,Chennai.**
- **21CFRPart11,GXP-Perficient(Life Sciences)**
- **Certified Scrum Master-Simpli Learn,Chennai.**
- **Read For Success-CBL Challenge-Team Coordinator won 2 Place.**

  Extra Curricular:
- **Bharatham Natyam and Veena certified.**

PREVIOUS EXPERIENCE

Nov22 –Present(1 year 8 months)
Senior Executive – Compliance in BAG with ACL Digital India Pvt Ltd., Chennai

Mar'22 –Oct'22(9 months)
Senior Executive – Compliance in (G3) with Ramco Systems Pvt. Ltd., Chennai

Dec'19– Dec'21(2 years)
Perficient India Pvt. Ltd.,Chennai

Jun'18 – Nov'18(6 months)
Executive – Band 2 (G3) with Ramco Systems Pvt. Ltd.,Chennai

Dec'16 – Nov'17(1 year)
SQA – Quality Assurance Analyst with Solverminds Solutions & Technologies Pvt.Ltd.,Chennai

Apr'16 – Nov'16(8 months)
SQA with Satvat Infosol Pvt. Ltd.,Chennai

Sep'15 – Feb'16(6 months)
Software Trainee with InnovIT Systems Pvt. Ltd.,Chennai

PERSONAL DETAILS

Date of Birth: 05-07-1989
Languages Known: English,Tamil,Hindi
Address: A407,Isha Aabhirupam,Vengambakkam Main Road,Mappedu,Chennai-600126,Ph:9176667886