

Reena Sharma

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(Test Lead / QA Lead / Certified Scrum Master)

CERTIFICATIONS>>>>

Certified Scrum Master from Scrum Alliance., Certification of Jira and Confluence from Atlassian.

SKILLS>>>>

Communication skills, Time management, Business Analysis, Microsoft Office, Requirements Gathering, SQL, MySQL, Agile Testing, Quality Assurance, Project Management, Project Coordination, Project Planning, Jira, CMS (Content Management System), Python, Application Development, Communication skills, Teamwork, Risk Management Certified Scrum Master, UAT, Functional Testing, Defect Management, Manual Testing, Functional Testing, ETL Testing, User Stories, Test Execution.

WORK EXPERIENCE >>>>>>

Pawar Public Group of schools, Pune, India (Contract)

IT skills trainer / QA Lead(Agile) | 04/2022 - 03/2023)

1. Help to deploy the best technical solutions using the development techniques and instruments.
2. To have the resilience skill, security, and scalability of your solutions.
3. Be passionate to try new experiments, learn new technologies and follow trends. Be enthusiastic and take part in tech events, and mentor other team members.
4. To support modernization, think out of the box with self-organisation and fresh technology.
5. To collaborate with Agile development teams, while testing software.

Alard Group of Schools | Pune, India (Contract)

IT skills trainer | 10/2021 - 02/2022)

1. Develop full-scale project plans and associated communications documents.
2. Effectively communicate project expectations to team members and stakeholders in a timely and clear fashion.
3. Estimate the resources and participants needed to achieve project goals.
4. Delegate tasks and responsibilities to appropriate personnel.
5. Identify and resolve issues and conflicts within the project team.
6. Plan and schedule project timelines and milestones using appropriate tools.
7. Track project milestones and deliverables.
8. Develop and deliver progress reports, proposals, requirements documentation, and presentations.
9. Creating work breakdown structure on dotProject / Microsoft Project to have time cost and resource analysis.

R.M. Infotech Pvt. Ltd. Delhi India (Contract)

Test Lead / Agile Project Manager | 09/2014 - 05/2021

10. Perform functional and compatibility testing as needed to get the team objectives completed and projects delivered.
11. Prepare and perform training for new and current staff.
12. Assist in the development, maintenance, and the provision of training on Quality Assurance procedures.
13. The position holds key responsibilities in testing, leading of critical projects and also liaison with the business partners, vendors and off-shore partners on deliverables on an on-going basis.
14. Partners across IT and with assigned business lines to test new or existing software in order to ensure requirements are met.
15. Provide estimates for all QA activities, as needed.
16. Analyse and confirm understanding of functional requirements as defined by the organisation.
17. Direct and manage project development from beginning to end.
18. Define project scope, goals and deliverables that support business goals in collaboration with senior management and stakeholders.

Zensar Technologies Ltd., Pune, India**(Senior Software Engineer | 06/2012 - 07/2014)**

1. Development and use of automation frameworks.
2. Develop and execute test cases, scripts, plans and procedures (manual and automated).
3. Helps establish project test strategy, methodologies, test plans as well as assist with test execution.
4. Assists project team to establish high, mid, and micro level plans for project team.
5. Works with customers and internal Creative teams to establish approved wireframes and mock-ups for solutions.
6. Act as a key point of contact for all QA aspects of releases, providing QA services and coordinating QA resources internally and externally.
7. Develop Master Test Strategy and Plan and provide walkthrough to Project Team.
8. Walk through the QA Test Results with the QA Team and communicate status to Project leader.
9. Develop and test the performance of the system to improve overall user experience.
10. Design and development of automated test frameworks, for regression, systems, integration, load and continuous testing during the development cycle.
11. Develop and implement Testing suite software as specified in technical specifications/software design documentation.
12. Communicate with the development and support team issues found and build test cases to expose weaknesses in the software.
13. Ensure adherence to testing best practices and testing standards.
14. Develops test plans for medium systems to ensure application functionality meets original requirements to project.

EOT Infotech, Noida, India.**(Senior Software tester, Agile Test Lead, Jr.Business Analyst | 08/2008 - 05/2012)**

1. Taking ownership for own career management and improved performance contribution.
2. Providing management, leadership and technical guidance to Testing Leads.
3. Providing regular updates for the testing status, throughout the Software Development Life Cycle (SDLC) including UAT phases.
4. Assist in the planning, deployment, and management of the user acceptance testing effort.
5. Highlighting performance issues within the team to drive high performance.
6. Providing daily / weekly testing progress / status reports and reporting to Management.
7. In collaboration with the Management provide testing services for the global testing team including automation implementation, Performance Testing, Manual Testing and reporting ensuring delivery is on time and of high quality for specific tools and processes
8. Create and maintain test schedules for all assigned projects and ensure delivery with prompt issue escalation
9. Interface and liaise with the global Test, Business and Development teams, effectively communicating testing metrics, progress, schedules and issues impacting delivery
10. Knowledge of monitoring, profiling and tuning tools eg HP Loadrunner, HP Diagnostics, HP Openview, J-probe, J-Meter, TOAD
11. Ensure projects are delivered according to project times Guide testing team in testing best practices
12. Resource management (allocation, monitoring, motivating, etc)
13. Review of test plans.

V2web Informatics Pvt. Ltd., Delhi, India.**Web developer / Software Testing | 08/2007 - 07/2008**

1. Analyse the system specification, Contribute to the test plan creation, Prepare test scenarios, Document test cases, Collected test data, Create test batches, Perform test cases, Report defects.
2. Met tight deadlines to satisfy client demands and project timelines.
3. Analyse and recommend process improvements.
4. Develop and execute test plans and test cases.

5. Monitor and report on quality assurance activities.
6. Determined test requirements and built jobs to meet quality requirements and benchmarks in support of internal software developers.
7. Troubleshoot and debug software defects.
8. Worked as part of the development team participating in the complete product development life cycle.
9. Influenced better software design through testing, promotion of quality engineering practices and advanced quality concepts.
10. Review requirements specifications and technical design documents to provide timely and meaningful feedback.

EDUCATION>>>

Master of Computer Application from Gurukul Kangri University, India

IT FORTE >>>>>

Methodologies

Agile(Scrum), Waterfall.

Web Technologies

Php(Basic), Python(Basic), HTML.

Project Management Tools

MS office, Jira, MS Project / Dot Project, Manymoon, Mindmeister,

MS Visio, MS OneNote.

CMS/Frameworks

Drupal 6.0/ 7.0/ 8.0, Magento, WordPress, CodeIgniter, Joomla,

OpenCart, CS-cart, Text pattern, OS-commerce.

Database

MySQL , MS SQL Server, Microsoft Access.

Web Design Tools

Firebug, Dreamweaver, Photoshop(basic).

LIVE WEBSITES>>>>>

1. Tektronix Inc. USA.
2. Fluke Corporation, USA.
3. C. Hoare & Co, U.K.
4. South African Institute of Chartered Accounts, South Africa.
5. Equestrian Federation Of India, Delhi, India.
6. Stay2munich, BRUNNTHAL.
7. Voizlink, Maharashtra, India.
8. Cable and Wireless Co., Maharashtra, India.
9. BPB Online Publication Delhi.
10. UNESCO Regional Center for Education, Training & Innovation in Biotechnology, NIC, Delhi, India.