



Geetha Konar
Senior Quality Analyst

Contact

Address
Chennai, India 600032

Phone
+91 9994235436

E-mail
geethamani12345@gmail.com

LinkedIn
geetha-subramaniyan-441047159

Skills

ISO 27001:2013
Upper intermediate

ISO 9001:2015
Upper intermediate

CMMI 2.0
Intermediate

Metrics Management
Upper intermediate

Experienced Quality Assurance Auditor with knowledge of quality management processes, risk assessment, Gap Analysis and Incident Management. Proven experience of developing strong and effective relationships with stakeholders, both internally and externally. Skilled in driving improvements to enable efficiency and producing high-quality reports.

Education

2013-08 - 2017-04 **Bachelor of Technology: Information Technology**
University College of Engineering - Trichy

Work History

2023-05 - Current **Senior Quality Analyst**
Softura Pvt. Ltd., Chennai

- Conduct Frequent Audits to Ensure Quality and Compliance to ISO 27001 and CMMI 2.0 and share NC report to Project Team. Obtain Correction, Corrective Action from Team and Track NCs to closure.
- Defining New Processes and Reviewing Outcome at defined Intervals.
- Conduct Startup and Pre-Delivery Audits for Projects
- Supporting Agile Project and Continuously implement best best practices in projects to achieve Expected Results
- Assist Team in Preparing PMP, CMP, BCP Plan, Metrics Reports, Management Review Reports.
- Train and mentor junior quality analysts on best practices, resulting in improved product quality
- Conduct internal quality assurance checks to identify and address issues with accuracy and timeliness in Azure DevOps Tool
- Conduct Awareness Training for New Joiners on Organization's Security Practices
- Acting as Incident Coordinator.
- Updating Organizational risk Registers and Preparing Attended Internal training on GDPR.

BCP Planning and Support

Advanced

Incident Management

Advanced

Languages

English

Hindi

Tamil

2018-09 -

2023-05

QAD Engineer

CareTech Solutions India Pvt. Ltd., Chennai

- Complete Application knowledge of processes defined by ISO 9001:2015 and ISO 27001:2013.
- Define Process and Procedures as per Organizational and ISO Requirements
- Developed and implemented quality assurance framework based on PDCA principles, resulting in more effective inspection and audit activity.
- Facilitated Waterfall and Agile Projects Throughout SDLC.
- Hands on performing in-process quality assurance checks and internal audits for projects and departments.
- Produced detailed quality reports following audit completion, communicated findings, conclusions, and recommendations with all stakeholders, including senior Management.
- Complete knowledge on mapping ISO clauses with organizational functions.
- Experience in performing Gap analysis, Risk assessment and Root Cause Analysis (using Fish Bone and 5 why)
- Developed and implemented Business Continuity Plans (BCP) and Disaster Recovery Plans (DRP) resulting in company's ability to operate efficiently in event of disruption.
- Educate New joiners/Employees on Organizational policies and Procedures or any changes to existing system through Training.
- Worked on Client questionnaire and Supported Client Audits
- Conducted Physical Security Audits to ensure safety of Organization's Infrastructure and Information.

Reference

Syed Shahabuddin

Senior Quality Analyst-Valeo.

Chennai

Contact:: 9789988976