**Resume**

**SHAISTA NAAZ** Email**:**[shaistanaaz147@gmail.com](mailto:shaistanaaz147@gmail.com)

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### Carrier Objective

* To be associated with a progressive organization that gives me a scope to update my knowledge and skills in accordance with the latest trends and effectively contribute my skills for development of organization and self.

### Total professional experience: 8 Years 2 months

### Employment Details

**Yash Technologies Private Limited:** Worked as a Senior Consultant into SAP Testing and Azure DevOps’’ since January 10th 2022 to October 26th 2022.

**Deloitte US India Pvt Ltd:** Worked as a “**SAP QA**” for US International and Expat accounting since October 3rd 2012 to July 17th 2015.

I am versatile and well-rounded, worked as a Senior Consultant into SAP Testing with 3 years and 7 months of experience on SAP FICO, SAP S4 HANA, and Azure DevOps. My in-depth technical understanding presents as a unique resource, bridging the gap between functional and technical aspects of an environment as required. I am capable and had Experience in different types of Testing which include Black Box, Manual, Functional, White Box techniques.

**DECCAN DECCOR:** Worked as a “**Finance and Accounts Executive**” since January 1st 2017 to July 31st 2021

**Roles and responsibilities:**

* Able to handle the testing coordination activities with business/end users.
* Exposure in project management activities/coordination.
* Worked for 8 – 9 Projects. Coordination with the Developer.
* Responsible for offshore coordination. Manage test execution.
* Responsible for Requirement Traceability Matrix, Test Scenarios Inventory.
* Experience on Azure DevOps Test plans, Test Execution and loading the Test Scenarios into Azure DevOps.
* Azure DevOps (Azure Repos, Azure Test Plans, Azure Pipelines, Azure Boards and activities).
* Responsible for complete system and regression testing of SAP software
* Interface with users to extract functional needs and determine requirements for testing.
* Consult with development team to improve usability and recommend program improvements or

corrections to development staff.

* Read documents to prepare test scenarios and test cases. Test creation Peer review Test execution
* Document the test executions and defects.
* Test Scenario Test Case Test Cycle Test cycle control sheet RTM Defect Issue Functional Non-functional Smoke Sanity Regression Delivery.
* Creation/execution of Test Plan/Test cases.
* Verifying data into SAP.
* Worked closely with SAP T codes like FB03 (Display document), CJ03 (Display Work Breakdown Structure), FBL3N - G/L Account Line Items, FBL5N - Customer Line Items
* Establish financial infrastructure including Work Break Down Structures and track progress by using Deloitte standardized tracking tools.
* Interact regularly with Project Controller Lead / Project Manager in the U.S to various analysis, discuss recommendations and provide financial advice as and when required.
* Act as financial advisor by monitoring project profitability, performing forecast vs actuals analysis and proactively flagging potential risks.
* Support preparation of budgets, forecasts and track financial metrics.
* Conduct financial closeout activities including preparation and issue of final invoice.
* Preparation, Manage and report on various such as Admin RC report, OneDotTwo Report, DTOS report, AERS desk recon report and MIS reports as per requirement of process.
* Effective in communicating with peers and senior team members and able to identify issues and concerns that may affect the performance of the job and communicate same to the manager.
* Regularly communicate with senior team members before escalating any issues.
* Record and maintain accurate activity information tracking through to timely closure.
* Maintain own continuing professional development to ensure advice given is appropriate and of a

high quality.

* Ability to adapt to changing work environment, work under pressure with sense of urgency, and

meet tight deadlines

* Responding the rush queries on priority basis.

**Educational qualification:**

* Master in Business Administration - MBA (Finance & HR) from Presidency School of Management and computer science, Hyderabad– Year 2014.

**Project experience:**

* Initial Public Offerings (IPO) - Angel Broking LTD.
* IPO is one of the ways of raising capital for the companies which proposes to expand their operations or they want to start a new venture.

**SAP - FICO with integration of HR:**

* Good Knowledge in SAP, HR & FICO Management.
* Create manual test scenarios and test data.
* Experience in analyzing business specification documents, defining test cases, identifying test scenarios, Executing automating test scripts.
* Excellent communication & interpersonal skills with proven abilities in resolving issues.
* Preparing of invoices, VAT tax invoices in SAP.
* Passing the transfer entries in SAP and follow up with the clearance of the same.
* Convert the manual test scripts into Automation test scripts.
* Generated test scripts and master data for functional testing.
* Creation of Master Records, Sales documents and Invoice creation.
* Co-ordinate with functional team members to identify the automation test script for validates Regression test cycles.
* Involved in Unit testing, Integration, Functional testing.
* Involved with the performance team to check the system performance.

**Financial Accounting:**

* Creation of G/L masters, cash journals, house banks and maintaining field status variant and posting keys.
* Defining fiscal year variant, posting periods, tolerance groups, document types and number ranges.Defining interest calculation types, defining reference interest rates, assigning accounts for automatic posting for interest calculations.
* Settings for foreign currency valuation (fluctuations in exchange rates).
* Creation of customer/vendor accounts groups, number ranges, and customer/ vendor master creation.

**Soft skills:**

* Effectively trained for Interpersonal Communication Skills.
* Time Management Skills.
* Presentation Skills.
* Hardworking & Positive Thinking.

**Technical skills:**

* SAP S4 HANA Ph1 Azure DevOps Tool.
* SAP- FICO
* Operating system: MS office 2010, Advance Excel.
* Accounting Packages: SAP – HR, Tally ERP 9.0.
* Learned E- Learning courses in SAP development.

**Achievements:**

* Pratibha Award winner in Intermediate.
* Highest scorer in B.com (Computers).
* Won 1st price in general knowledge quiz contest in inter school competition.
* I have received **SPOT** award for speedy support.

### Personal information:

Full Name : Shaista Naaz.

Father Name : Mohd Ishaq.

Nationality : Indian.

Languages known : English, Hindi, Urdu and Telugu.

Activities and interests : Gardening, Listening music.

**Declaration:**

I, hereby declare that the above-mentioned facts are true and genuine to the best of my knowledge and belief.

**Shaista Naaz**

Hyderabad, Telangana.