


Kaniz Fatema

Business Analyst

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 South Badda, Dhaka-1212, Bangladesh

Dedicated SQA Engineer in ensuring high-quality software through meticulous testing and effective collaboration with development teams. Skilled in both manual and automated testing using tools like Katalon, JIRA. Strong in creating and executing test plans, identifying defects, and improving software performance. Committed to delivering reliable and user-friendly software solutions.

ACADEMIC BACKGROUND

2014-2018BSc. in Computer Science and Engineering (CSE), IUBAT University

CGPA : 3.33/4.00

TECHNICAL SKILLS

- Project Management
- Functional Testing, Blackbox Testing, Manual Testing
- Android & iOS Testing, API Testing
- MySQL, NOSQL
- HTML5, CSS3,
- Javascript, NodeJS, ReactJS, JQuery UI Bootstrap IDE
- Experience in NetBeans,
- MS Visual Studio 10 MS word, Excel, Powerpoint, MS Visio
- Tailwind CSS, Material UI Technical Documentation

PROFESSIONAL SKILLS

- Business Analysis, Requirements Analysis
- User Acceptance Testing
- Scrum, Agile Methodologies
- Communication
- Data Analysis
- Backlog Management
- Project Management
- Analytical Skills
- SQL, JIRA, Confluence
- Documentation

PROFESSIONAL EXPERIENCE

Present | SQA Engineer, Adventure Dhaka Ltd.
June, 2024

- Developed and executed detailed test cases based on functional and technical specifications.
- Conducted comprehensive manual testing to identify and document defects in the software.
- Performed exploratory testing to uncover edge cases and usability issues.
- Identified, documented, and tracked defects using JIRA
- Collaborated with developers to resolve defects and verify fixes.
- Actively participated in daily stand-ups, sprint planning, and retrospective meetings.
- Collaborated with product managers, developers, and UX designers to clarify requirements and deliver high-quality software.
- Contributed to the continuous improvement of testing processes and methodologies.
- Created and maintained comprehensive documentation for testing processes, test cases, and defect reports.

May, 2021 November, 2023	Business Analyst, Spring Rain Pvt Ltd <ul style="list-style-type: none"> Developed web pages using CSS and HTML Test software to ensure responsiveness and efficiency Work with existing development team and managers to ideate software solution Refining and rewriting it as necessary and communicating with any programmers involved in the projects Maintain existing system by monitoring and correcting application defects Create User story acceptance criteria to achieve buy-in from stakeholders and refined user stories with scrum team Gather and input project documents reports and templates Design workflows and operation charts, documenting existing procedures to determine inefficiencies and waste Prepare functional requirements
November, 2019 April, 2021	IT Management Executive, Odyssey Apps Ltd <ul style="list-style-type: none"> Gather and evaluate user requirements in collaboration with stakeholders Illustrated design ideas using storyboards, process flows and sitemaps Build page navigation buttons and search fields Developed UI mockups and prototypes Created original graphic designs

Training & Certification

May, 2023	<ul style="list-style-type: none"> Master Course in Business Process Modeling (BPM and BPMN) by UDEMY
May, 2023	<ul style="list-style-type: none"> User Stories for Agile Scrum+Product Owner+Business Analysis by UDEMY
April, 2023	<ul style="list-style-type: none"> Career Development Program(Fullstack Web Development) by Spring Rain IT
November, 2022	<ul style="list-style-type: none"> Technical Writing Technical Writing by Noble Work Foundation
August, 2022	<ul style="list-style-type: none"> Scrum Master Prep Course by UDEMY

L LANGUAGES

English ● ● ● ●
Bangla ● ● ● ● ●

+ STRENGTHS

Efficient & Reliable Contributor
Collaborative & Communicative

“ REFERENCES

Sayed Hasan, Director
Spring Rain Pvt Ltd
sabbir@springrain.io

Rubaiya Imam, Data Analyst
OPTIMIZELY
rubaiya.imam@optimizely.com