

Khadija Altaf

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SUMMARY

Committed to delivering high-quality software, applying industry best practices in testing to contribute technical expertise and enhance software development processes as a Quality Engineer. Dedicated Quality Assurance professional at MyMo, ensuring seamless functionality and reliability of online platform through comprehensive testing methodologies and daily responsibilities. Created comprehensive product specification sheets and detailed test cases, while also conducting daily reporting to track progress and identify issues. Developed integration sheets documenting all external connections and integrations, including Salesforce, Asana, and HubSpot. Utilizing various methodologies and testing strategies to enhance software quality and performance. Keen eye for detail and commitment to high-quality standards ensure platform not only meets but exceeds user expectations, contributing to overall success and growth of MYMO. Applying automation techniques

EXPERIENCE

SQA

MyMo May 2021 - Present Remote

- Ensuring Quality and Reliability:** As a QA professional at MyMo, I test our online platform daily to make sure it works smoothly and reliably for users.
- Creating Detailed Documents:** I write clear product specification sheets and test cases to cover all features and functions.
- Tracking and Reporting Issues:** I provide daily reports to monitor progress, find issues early, and help improve the platform.
- Managing Integrations:** I document all external connections with tools like Salesforce, Asana, and HubSpot to ensure they work well together.
- Using Effective Testing Methods:** I apply different testing strategies to improve software quality and performance.
- Focusing on High Standards:** With strong attention to detail, I work to make sure MyMo not only meets but exceeds user expectations.
- Automating Testing with Cypress:** I use Cypress to automate testing, making the process faster and more accurate.

Intern

Jubilee Life Insurance 24th Dec – 24th Jan on-site

- Checked Financial Data for Compliance:** Ensured financial data followed company policies and regulations.
- Worked with Operations Team:** Helped improve document verification processes for better accuracy.
- Kept Accurate Records:** Maintained detailed records of client inquiries and claims to improve service.
- Helped with Report Preparation:** Assisted in creating reports to support management decisions.
- Improved Communication & Problem-Solving Skills:** Gained experience in handling interactions and resolving issues effectively.
- Excel Expertise:** Used Excel for data analysis and report generation

EDUCATION

Bachelor of Science (BS) in Mathematics

Minor in Statistics and Physics • Jinnah University for Women • Karachi, Pakistan • 2024 • 3.60

Intermediate (Pre-Engineering)

Minor in Mathematics • Usman Public School System • Karachi, Pakistan • 2020 • 76%

Matriculation (Computer Science)

Minor in Mathematics, Physics and Chemistry • Usman Public School System • Karachi, Pakistan • 2018 • 85%

CERTIFICATIONS

MERN Stack Development

BanoQabil Program • 2023

- Got 2nd position in my Section
- Completed many projects, like creating a CRM
- Replicate different websites

Digital Marketing

Bahria University

- 2023

Website Designing

Aptech – North Karachi • 2022

SKILLS

- Software testing
- QA strategies
- Frontend: HTML /CSS and React JS
- Digital Marketing
- MS Office
- Open Minded personality
- Strong communication skills
- Quick learner
- Functional testing expertise
- Multitasking and organization
- Goal-oriented mindset
- Creative and resourceful
- Mobile application testing
- Flexible schedule
- Team collaboration aptitude
- Test case development