**Romana Asad**

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Status : US Citizen

Clearance : Ability to obtain and maintain security clearance.

**Career Objective**

To pursue a challenging career in a progressive organization as any responsible position that provides opportunity to use my knowledge, ability, dedication and acquired skills innovatively, passionate to join a growing company to build my existing skill and learn new technology to help me grow along with the company to improve company’s overall performance.

**TECHNICAL SKILLS**

Testing Tools: QualityCenter(ALM)**,** Soapui, Postman

Test Mgmt. Tools: SharePoint

Bug Reporting Tools: JIRA, ALM

Database: MS SQL Server, MS Access, Oracle

Platforms: Windows, UNIX

Tools: MS Office (Outlook, Word, Excel, PowerPoint & Access)

Operating Systems: Windows 7, 10, Windows XP, Vista

Web Browsers: Internet Explorer, Google Chrome, Firefox

**Education**

#### **2 years Diploma certification in IT 1998 – 2000**

(DOS, Basic, Cobol, FoxPro, Ms. Office, C++, SQL, Oracle, Visual Basic)

* **BACHELOR’S OF SCIENCE 1993 -- 1997**

University of Pakistan (Major: Microbiology)

**Personal Traits & Strengths**

* Hard work, Discipline & Eye for detail
* Good interpersonal and communication skill
* Easy to Work in Team as well as an Individual
* Quick learner in any new Technologies
* Comfortable to work in any shifts
* Committed to the Company’s Success

**PROFESSIONAL SUMMARY**

* Excellent Analytical, communication, and interpersonal skills, committed with a quest and zeal to learn new technologies.
* Well organized, teamwork, self-motivated, determination towards work and able to meet a deadline.
* Strong work ethic needed for success in any career.
* Experience in working with BusinessAnalysts to understand the business-critical functions
* Extensive Knowledge on Various Software Development Life Cycle Models and methodologies.
* Great understanding on all phases of Software Test Process include Test Plan, Test Design, Generating Test Scenarios, write Test Cases, Test Execution, and Test Closure.
* Strong Awareness in various types of testing including Sanity Testing, Smoke Testing, Functional Testing, Unit Testing, Performance Testing, Integrated Testing, System Testing, Positive and Negative Testing, Security Testing, Stress Testing, Load Testing, Regression Testing, Black Box, Front-End and Back-End Testing.
* Excellent understanding of Software Quality Assurance techniques, scrumMethods, Defect Life cycle, Reporting

and Tracking.

* Practiced and learning extensively both Manual and Automated testing tools like SOAPUI, Postman and REST API web services.
* Proficient in database concepts, writing & executing SQL Queries/Statements and SQL Server Database Management System.
* Dedicated to gaining real world experience to assist with making a career path. Interested in position that involve analytics, business, creativity, and customer interactions.
* Thoughtful and organized multitasker, able to prioritize, and effectively work to complete many tasks calmly under pressure.

**Professional Experience**

**Database Assistant**

**CIS Secure - Ashburn, VA** **April 2019 --- Present**

* Working with DBA to assist in management, develop test back-up and recovery plans for the company’s SQL database to keep all records updated.
* Provide support by completing administrative tasks that keep the database running reliably and ensure that data is secure and accurate.
* Perform database-related tasks throughout the company, such as updating information, providing data to team members, preparing reports and documentation based on the requirement of company and business owners within deadlines.
* Configure software to connect Internet application servers, review and maintain policies and procedures to resolve issues in a timely manner.
* Responsible for entering and managing data within the department’s database to ensure that information is accurately entered in the system and follow proper procedures for formatting and securing data.
* Provide all office support, such as answering phones, maintaining supply levels, responding to department emails, and Perform general or clerical duties.

**Quality Analyst December 2018 – February 2019**

**CGH Technologies, Tyson Corner, VA**

**Project Description**

Shop.com is an Ecommerce Web portal project, it organizes online shopping business operations like product promotions, selling products, and shipping goods etc. It has 2 interfaces, one is Admin interface, provides features like Adding / Editing / Deleting Vendors, Products, User management and generating Reports. Another interface is User Interface, provides features like Products menu, searching for products, buying products etc.

**Responsibilities**

* Understand Software development process and communicate with Business Analyst for minimizing the errors.
* Prepared Test Cases based on Business Requirements and required documents.
* Attended daily scrums, sprint planning and weekly Project Status Meetings.
* Performed web services testing like SoapUI and Rest API.
* Checked status code received in response and updated to the team.
* Worked with clients to better understand their needs and present solutions using structured SDLC approach.
* Tested application under the agile, scrum and sprint development and process.
* Managed various testing activities throughout the Software Testing Lifecycle (STLC)
* Worked throughout the SDLC, which included requirements, specifications, design, analysis, and testing
* Following with developers and clients for find out and fix the flaws by using ALM and Jirafor bug tracking and reporting and update bug status
* Complete assigned work given by seniors and ensured that all products met functional and design specifications.
* Informed supervisors of any observed quality issues needed to be addressed immediately.

#### **Optometric Tecnician**

#### **Walmart vision center Jan 2017 to December 2018**

* Help Optometrists by conducting diagnostic tests, recording, and measuring vision, and testing eye functions.
* Filling the prescription, instructing patients in inserting and caring for contact lenses, preparing examination rooms.
* Performed UAT testing for the software installed on the system.
* Attended scheduled meeting with technical team.
* Duties are both Administrative & clinical like data entry or scheduling appointments, monitoring computer software for failures, compile and maintain records of patient’s medical histories.
* Conduct inventory of supplies at the stock examination rooms. Verify and maintain stock level and recommends disposal for all expired supply items.
* Answering phones calls, sorting mail, filing, input data into computer database, collecting payment, coding insurance claims, handling bookkeeping and other tasks as required.
* Assists patient with frame selection, make and repair eyeglasses, and clean sophisticated ocular equipment.
* Help optometrist with eye examinations, maintenance of patient records and handling some technical duties involving equipment and eyeglass preparation.
* Install and maintain computer systems and software within a healthcare facility.
* Work with medical coding software to create and maintain patient files within a database and assign codes to medical procedures for future analysis and insurance billing purposes.
* Maintain patient records and keep them secure, as well as keeping up with current computer and software technology requirements.

#### **Style Advisor**

#### **(tween brands) November 2015 to DECEMBER 2017**

* Managing inventory and Administrative Duties on the website.
* Provide Fashion Advice to customers and clients in making fashion decisions.
* Fulfills the customer’s needs, assist in locating what they’re looking for to increase overall customer satisfaction and company profit by replying customer queries through online portal.
* Work with Manager to achieve Store's sales plan keeping overflow stock organized in the back room or warehouse area setting up promotional displays.
* Responsible for following up with customers by phone and email. Respond to all customer’s request, questions, schedule clients and place online orders & Shipment.
* Tested to verify the information of the products’ specifications and detailed information displaying correctly on the web site
* Ensure proper product presentation, stock replenishment with courteous and prompt service.
* Responsible for testing the component that driving sales through manual testing techniques.
* Tested different modules of the application like inventory record, administrative duties, customer feedbacks
* Executed queries and verified flow of data from database.
* Executed Joins queries for verifying data from two or more tables.

**References**

Will be provided upon request.