**Sapana Kumari Jha**

Data Associate

Pramata Knowledge Solutions Pvt. Ltd.

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**OBJECTIVE:**

Aspiring for a promising and motivating career where my skills, knowledge and spirit for teamwork would be an asset to the organization.

**Professional Summary:**

* Data Associate with 1 year of experience in interpreting and analyzing data in order to drive successful business solutions. Excellent understanding of business analytics tools for effective analysis of data.
* To make the customer’s RAW data into a meaningful and actionable data I am using different types of Analytical skill, it includes different types of skill in **MS Excel**, like **Power Query Tool**, and **Fuzzy look up**.
* Creating the dataset by using types of mapping process like reviewing the documents provided by the client at **EPHESOFT (**app used to review the documents provided by the clients), Then Moving to the deep analysis of the documents at **Self Introduced Platform (**Prepared by the organization itself to keep legal data’s of clients Secured) and then Creating visually impactful Report in Excel and Tableau for data reporting.
* I was working in digitization project. According to data provided by the client, I have to analyze the data and categorized them and then provide them to the executer.
* With all the skills of excel I have to do QA of all the data after review process.
* Working closely with TL, and minimize lots of task by using different types of analytical skills.
* **MANNUAL TESTING** – (After 7 months I started my hands-on manual testing)
* Experience in **Smoke Testing, Functional Testing, System Testing and Compatibility Testing**
* Understanding the Business Requirements and functionality of the system.
* Prepare and Execution of test cases as per requirement.
* Involved in preparing the traceability matrix.
* Preparing Defect Report and assigning the defects to developer.
* Involved in System and Functional testing.
* Mapping functional requirements with test cases.
* Retesting the cases where defect has been raised.
* Attended daily scrum and weekly review meetings as a part of agile methodology

**CURRENT JOB DETAILS:**

Joined on August 2020 as Data Associate Pramata Knowledge Solutions Pvt. Ltd.

**SKILLS AND COMPUTER PROFICIENCY:**

* MS EXCEL
* TABLEAU
* POWER QUERY
* GOOGLE SHEETS
* MANNUAL TESTING

**EDUCATIONAL QUALIFICATIONS:**

|  |  |  |  |
| --- | --- | --- | --- |
| Year | Degree/certificate | University/Board | Percentage/CGPA |
| 2014 | B.C.A | USHA MARTIN ACADEMY (PTU) | 74 |
| 2009 | 12th | CBSE | 68 |
| 2007 | 10th | CBSE | 49 |

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**PERSONAL INFORMATION:**

Date of Birth : 10 March 1991.

Nationality : Indian

Gender : Female

Languages Known : English, Hindi, Bengali

**Declaration:**

I hereby certify that all the above information furnished is true to the best of my knowledge and belief.

Sapana Kumari Jha

Kolkata