

Rashmi Jaiswal

QUALITY ANALYST AT HINDUSTAN COMPUTERS LIMITED

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Objective

To continue my career with an organization that will utilize my technical, supervision, and management skills to benefit mutual growth and success.

Education

Indira Gandhi National Open University (IGNOU)

MASTER OF COMPUTER APPLICATIONS (MCA)

New Delhi, India

2020 - Present

Indraprastha College for Women

BACHELORS IN SCIENCE (HONOURS) - COMPUTER SCIENCE

- CGPA - 7.09.

New Delhi, India

2015 - 2018

B.N.S.D. Shiksha Niketan (U.P. Board)

HIGHER SECONDARY EDUCATION

- Scored 91.40% marks in Higher Secondary Examination.

Kanpur, India

2014 - 2015

B.N.S.D. Shiksha Niketan Girls' HS School (U.P. Board)

SECONDARY EDUCATION

- Scored 88.00% marks in Secondary Examination.

Kanpur, India

2012 - 2013

Professional Experience

Hindustan Computers Limited (HCL)

QUALITY ANALYST

- Trained in HTML and CSS.
- Leading a team of 15 members, responsible for delivering large data with quality and accuracy.
- Conducting and Attending Calibration Sessions and initiating Action Plans for reducing Variance and providing timely Feedback as per SLQA or Internally defined.
- Audit cases and improve the overall Quality. Also, lead the sessions & pre/post shift briefs.
- Publish daily, weekly and monthly quality reports using Data Studio.
- Demonstrate expertise in functional knowledge and the ability to apply them in the aligned project.

Gurgaon, India

December 26, 2019 – Present

Urban Pro

TUTOR

- Specialization in Science and Mathematics.
- Students from St. Thomas, Bal Bharati, Convent of Jesus and Marry school etc.

New Delhi

September 15, 2016 – December, 2019

Accenture Pvt. Ltd.

APPLICATION DEVELOPMENT NEW ASSOCIATE

- Trained in Selenium, UFT, JMeter, QC HP ALM.
- Coordinated testing activities with business QA Team.
- Experienced in QA activities like Delivery and execution of system verification and validation, review and identify, risk and inter-component dependencies.

Gurgaon, India

October 15, 2018 – May 14, 2019

Internships

Vitasta Publishing Pvt. Ltd.

New Delhi

July 5, 2018 – October 5, 2018

- **Key Skills: Adobe InDesign, Google AdWords, Hindi Typing, Social media marketing, Team Management, Event Management**
- Coordinating with Authors/customers for Print Services, Products and offering customized solutions as per needs assuring full satisfaction.
- Maintaining relations with vendors, office departments and existing clients for smooth flow of business and reporting.
- Helping in business administration tasks for daily routine jobs or promotional needs by coordinating with new and existing vendors includes Branding for company, Ads management, Printing/ Designing Marketing Collateral and office documents and needs.
- Preparing Content with the support of senior staff for Social Media Marketing.
- Maintaining website content and updating pictures and services time to time for engagement.

- **Key Skills:** Google AdWords, Offpage, SEO, SEM, CorelDraw X5, Leadership Skills, Facebook Marketing
- I was there as Digital Marketing Intern in BPB Publications (Asia's Largest Publisher of Computer Books). I was handling the offpage of SEO, SMO.
- I have learnt how to use best keywords for products.
- I had designed more than 40+ ads which included 15 ads for printing with 1 hindi ad and 16+ ads for SMO.
- I have learnt how to sell a product and understand customer mentality and demands in the market.

Projects

e- Health Care System

New Delhi

MENTOR: VIMLA PARIHAR | TEAM SIZE: 2

April 2, 2017 – June 30, 2017

- **Key Skills:** Java, Corel-Draw-x5, Ms-Office.
- The use of information technology in healthcare enables comprehensive management of medical knowledge and it's secure exchange between recipients and providers of healthcare services.
- Patient could contact with the doctor through Pillo Device (personal home health robot) in which this software will be in-build.

Assessments / Certificates

Professional Diploma in Computer Application & Office Management

- **Aggregate:** 424.0 / 550.0
- **Subjects:** Computer Fundamental, MS Office, DTP, Web Designing (118.0 / 150.0) , Animation, Accounting Tally, ERP 9 (130.0 / 150.0) , Computer Hardware Maintenance & Networking (38.0 / 50.0)
- I have learnt a lot from there. Being passionate about technology , i gained a lot especially DTP and Web designing. Alternate Classes (1 day lab + 1 Day Theory Class) organized there.

Technical Skills

KEY EXPERTISE / SKILLS

- Java, QC HP ALM, Data Studio, CrowdCompute, Corel-Draw-X5, HTML, SEO & SMO, Digital Marketing, MySql, Ms-Office, Hindi Typing.

Activities

CO-CURRICULAR ACTIVITIES

March 12, 2016 – February 28, 2017

- Editor & Sergeant at NCC.

EXTRA CURRICULAR ACTIVITIES

August 1, 2016 – February 28, 2017

- Creative Head at IP Technobytes

Declaration

I HEREBY DECLARE THAT THE ABOVE INFORMATION IS TRUE TO BEST OF MY KNOWLEDGE.