Rashmi **Jaiswal**

QUALITY ANALYST AT HINDUSTAN COMPUTERS LIMITED

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Objective

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

Education

Indira Gandhi National Open University (IGNOU)   *New Delhi, India*

MASTER OF COMPUTER APPLICATIONS (MCA)   *2020 - Present*

Indraprastha College for Women   *New Delhi, India*

BACHELORS IN SCIENCE (HONOURS) - COMPUTER SCIENCE   *2015 - 2018*

- CGPA - 7.09.

B.N.S.D. Shiksha Niketan (U.P. Board)   *Kanpur, India*

HIGHER SECONDARY EDUCATION   *2014 - 2015*

- Scored 91.40% marks in Higher Secondary Examination.

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

SECONDARY EDUCATION   *2012 - 2013*

- Scored 88.00% marks in Secondary Examination.

Professional Experience

Hindustan Computers Limited (HCL)   *Gurgaon, India*

QUALITY ANALYST   *December 26, 2019 – Present*

- 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.
- Test 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.

Urban Pro   *New Delhi*

TUTOR   *September 15, 2016 – December, 2019*

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

Accenture Pvt. Ltd.   *Gurgaon, India*

APPLICATION DEVELOPMENT NEW ASSOCIATE   *October 15, 2018 – May 14, 2019*

- 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.

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.

BPB Publicatons

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New Delhi, India
July 5, 2017 – August 5, 2017

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- **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

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New Delhi
April 2, 2017 – June 30, 2017

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MENTOR: VIMLA PARIHAR | TEAM SIZE: 2

- **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

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March 12, 2016 – February 28, 2017

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- Editor & Sergeant at NCC.

EXTRA CURRICULAR ACTIVITIES

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August 1, 2016 – February 28, 2017

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- Creative Head at IP Technobytes

Declaration

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