

SHWETA

QUALITY ASSURANCE SPECIALIST

QUALITY ANALYST

SUMMARY

Detail-oriented QA professional with over **1.5 years** of experience ensuring quality standards across various industries. Skilled in conducting audits, analyzing processes, and implementing corrective actions to improve quality and efficiency. Proven ability to collaborate with teams, communicate effectively, and drive continuous improvement initiatives. Adaptable and quick learner, committed to upholding quality standards and achieving organizational goals.

ACADEMIC QUALIFICATION

- Pursuing B.Com (Final Year) from IGNOU.
- 12th Passed from NIOS in 2019 with Second Division.
- 10th Passed from CBSE in 2016 with First Division.

TECHNICAL QUALIFICATION

- ✓ NCVET Affiliated ITI trade Computer Operator & Programming Assistant (COPA) of 1 year from Don Bosco Technical Institute, Okhla Road, New Delhi – 110 025.
- ✓ Certificate in Basic MS Office + Tally of 06 months, which is Covered from Basic Computer Skills and Tally.
- ✓ Two-month Internship in Indraprastha Apollo Hospital as a Data Entry Operator in HR Department.

SKILLS

- Excellent knowledge of MS Office (Word, Excel, PowerPoint and Outlook).
- Proficiency in Excel for data analysis, reporting, and tracking quality metrics.
- Ability to conduct thorough audits.
- Problem-solving abilities.
- Collaboration with cross-functional teams.
- Regression and performance testing.
- Excellent communication abilities.
- Adherence to QA best practices.
- Continuous learning & development.

DECLARATION

I confirm that the information provided by me is true the best of my knowledge and belief.

Date :
Place :

CONTACT INFORMATION

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📍 C-125, Block-C, Jaitpur Extn., Badarpur, South Delhi – 110044.

PERSONAL DETAILS

D/O – Late Hiran Kumar

DOB – 16th Aug. 2000

Gender – Female

Nationality – Indian

Marital Status – Unmarried

Language Known – Hindi & English

WORK HISTORY

Quality Assurance Specialist – Realty Assistant Pvt. Ltd., Noida |

July 2023 – Present.

- Conduct rigorous quality assessments on real estate transactions, ensuring adherence to industry regulations and internal standards.
- Lead internal audits, providing actionable insights and recommendations for process improvement.
- Utilize data analysis tools to identify trends, proactively address potential issues, and optimize workflow processes.