**CURRICULUM VITAE**

**RIYA**

Dubai – United Arab Emirates

Email: [riya.367804@2freemail.com](mailto:riya.367804@2freemail.com)

**PERSONAL INFORMATION**

Nationality : Indian

Marital Status : Single

DOB : 4th June 1992

Religion : Christian

Visa status : Visiting Visa

**CAREER OBJECTIVE**

Desire to be a part of vibrant and leading organization and create footprints, to assist the organizations in all aspects by utilizing all my skills, knowledge, abilities and experience with a balance of hands-on, management and leadership responsibilities

**EDUCATION QUALIFICATION**

**MBA: INTERNATIONAL BUSINESS MANAGEMENT** –SIKKIM MANIPAL UNIVERSITY – INDIA

**Bachelor of Technology: ELECTRONICS AND COMMUNICATION** – MG UNIVERSITY – KERALA, INDIA **(UAE attested)**

**PROFESSIONAL EXPERIENCE**

**THINKPALM TECHNOLOGIES, INFOPARK KOCHI, KERALA, INDIA**

(August 2015 – March 2017)

**Quality Assurance Engineer**

**EXPERIENCE SUMMARY**

* Managed and maintained all aspects of the facility accreditation to the requirements of ISO 9001:2015
* Formulated, revised, and instituted company QA manual/procedures and facility standard operating procedures, including group and individual training of all technical personnel on associated requirements.
* Initiated, tracked, and facilitated the closure of corrective/preventive action and nonconformance reports, including the performance of root cause analysis investigations.
* Worked closely with customers, department managers and management to resolve major issues related to quality of products and services.
* Developed and implemented training, guidance to the new members in the team.
* Performed QA review and reporting of test service
* Audited quality policies, procedures and instructions to maintain ISO 9000 certification
* Performed teamwork responsibilities resulting in the implementation of a corporate-wide QA system, including complete system documentation and the formulation and evaluation of associated performance metrics.
* Excellent knowledge in Software development lifecycle and Software testing life cycle.
* Software Application Manual testing including requirement analysis, test case preparation, bug reporting and functionality testing.
* Functionality testing for different mob and web applications for the part of quality activities
* Maintaining the quality objectives of the organization

**AABASOFT BUSINESS SERVICES, INFOPARK KOCHI, KERALA, INDIA**

(August 2013 – March 2015)

**Senior Process Executive- Admin**

**EXPERIENCE SUMMARY**

* Coordinate office activities and operations to secure efficiency and compliance to company policies
* Supervise administrative staff and divide responsibilities to ensure performance
* Manage agendas/travel arrangements/appointments etc. for the upper management
* Manage phone calls and correspondence (e-mail, letters, packages etc.)
* Support budgeting and bookkeeping procedures
* Create and update records and databases with personnel, financial and other data
* Track stocks of office supplies and place orders when necessary
* Submit timely reports and prepare presentations/proposals as assigned
* Assist colleagues whenever necessary

**ACHIEVEMENTS**

* Led ISO recertification (ISO 9001:2008) effort, which was granted on first attempt.
* Implemented ISO 9001:2015 std and got certification for the organization in the first attempt.

**SKILL UPGRADATION**

* Certified in ISO 9001:2015 implementation course by **Bureau** **Veritas :** Successfully completed the assessment for the Technical Workshop on Quality Management System(Based on ISO 9001:2015 std)
* Certified in CSTA (Certified Software Test Associate) course for Software Testing : Learned manual testing process including requirement analysis, test case preparation, test case execution, logging defects etc and automation testing including QTP and QC tools.
* Auditing skills- Internal Training

**TECHNICAL SKILLS**

* Project Management Tools: JIRA, Taiga, TFS, Orange Scrum
* Knowledge in using bug reporting tool Bugzilla
* Knowledge in using MS Word, MS Excel, Power point presentation, MS Visio
* Languages: C, Assembly language, MYSQL
* OS: Windows series, Ubuntu Linux

**MAIN PROJECT:** “Automated Coin Detection Using ANN”

* Coin detection system using Artificial Neural Network

**MINI PROJECT:** “Bus Information Display System”

* Automated intimation of arrival of buses in prior to the arrival of buses in station.

**SEMINAR:** “Automated Face Detection Using ANN”

* Face Detection system using Artificial Neural Network

**AREA OF INTEREST**

* Software Testing
* ISO Standards implementation
* Business Management

**LINGUISTIC ABILITIES**

**To Speak:** English, Hindi and Malayalam

**To Read & Write:** English, Hindi and Malayalam

**SKILLS AND ATTRIBUTES**

* Excellent Oral and written communication and interpersonal skills
* Strong computer knowledge on Word, Excel, Outlook, Explorer
* Good listener
* Success oriented

**DECLARATION**

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

\*\* Certificates and references will be produced up on request\*\*