

# Ranjeet Gupta

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## **SUMMARY**

To work in challenging job environment that utilizes my skills and abilities, and offers ample learning opportunities. Enthusiastic & eager to contribute to team success through hard work, attention to detail and excellent organizational skills. Motivated to learn, grow and excel and contribute to the organization.

## **EXPERIENCE**

### **Total Work Experience: 5+ years**

**Operations Executive, Naissant Global Services, April 2018- October 2020**

**Location:- Sakinaka, Safed Pul.**

- Assessed operations scope to identify and define operational tasks and activities
- Liaised with clients to clarify business challenges and objectives to streamline the existing operation procedures and process flows
- Documentation of SOP's and preparing presentations.
- Maintaining MIS on periodical basis and publishing the detailed reports.

**Software Engineer Trainee, Digital Advance Software Pvt. Ltd., March 2017- March 2018**

**Location :-Vasai East,Evershine City**

- Testing the ERP tool and raising issues in bug tracker tools
- Communicating with clients to discuss the requirement and help develop the tool accordingly.
- Documentation of technical documents.
- Maintaining MIS of all the defects reported on a daily basis and publishing the detailed reports to developers.

**Network Support Engineer, Hotel Holiday Inn.,25<sup>th</sup> August 2015- 7<sup>th</sup> March 2016**

**Location:- Sakinaka**

- Handling the networking issues faced.
- Dealing with server management issues and troubleshooting for quick resolution

## **CERTIFICATIONS**

- **Professional Software Test Specialist from Squad Infotech, Thane.**
  - **Manual Testing**
  - **Automation Testing (Selenium)**
- Strong Knowledge of STLC & SDLC with Experience in Executing Test Cases, Test Plan and Test Scenarios along with preparing Test Environment.

## **PROJECT INFORMATION**

### **#1 Auto-Pro [Client: - Soniya Motors]**

This project is about managing the Royal Enfield bike sales Process. Auto-Pro is a web-based application which keeps accounting entries of all the sales. Benefit of this software is for each and every operation process there is an accounting effect.

## **ROLES & RESPONSIBILITIES**

- Working closely with development team, business analyst & client to understand the application workflow. Worked with clients to gather requirements for new systems and reports.
- Implement the Issue Scenarios raised by the client and share the result and publish the detailed MIS with the Development team, Testing Team, Client & Various Stakeholders by replicating the scenarios.
- Responsible for supporting with any issues in the system and if in scope resolving them.

### **#2 Plus BKSP [Testing Project]**

This project is about managing the Toll Plaza. Plus BKSP is a web-based application which manages the toll transactions and process the transactions further to ensure smooth transition at the Toll plazas.

## **SKILLS**

- Well versed with Word, Excel & Power Point, Internet & E-Mail Applications.
- MIS/reporting & Documentation
- Client Interaction
- SQL/Oracle Queries

## **EDUCATION AND TRAINING**

### **Bachelor of Science**

Information Technology, KJ Somaiya College of Science, Commerce & Management Studies, Mumbai.

### **Higher Secondary School**

Chandrabhan Sharma College of Science & Commerce, Mumbai.

## **PERSONAL INFORMATION**

Date of Birth : 26<sup>th</sup> April 1990

Address : Room no.55 Sitaram Chawl Saki Vihar  
Road Passpoli Village post NITIE Powai.  
Mumbai :-400087

Marital Status : Un-married

Languages : English, Hindi, Marathi

## **HOBBIES**

Travelling. Playing Cricket.