

# REKHA SUSHAMA KUMAR

- ❖ **Name:** Rekha Sushama Kumar
- ❖ **Nationality:** Indian
- ❖ **Date of Birth:** 19-October-1988
- ❖ **Gender:** Female
- ❖ **Language:** English, Malayalam, Hindi
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## PROFESSIONAL SUMMARY:

- ❖ Have **3 years** of experience as **Assistant Sales Audit Accountant, Assistant Human Resource and QA Test Engineer** in **Khalid Al Hamadi Auto Spare Parts CO. L.L.C** in UAE (Sharjah)
- ❖ Have **4 months** of experience as **Holidays Manager** in **Travel Company** in UAE (Dubai)
- ❖ Have **5.4 years** of experience as **Software Quality Assurance Test Engineer (SQA)** in **Accenture Service Pvt LTD** in India (Bangalore) in the area of Software testing as per the business requirements, architecture, documenting business functions of Fortune 500 and MNC organization into efficient.

**Proficient in SQL Server (2005 & 2008), HP QC (ALM) V9.0 & 11.0, JIRA, SOAP UI, UNIX, Microsoft Office (Word, Excel, PPT, Outlook, SharePoint), Cubix software, MS-Windows (XP, 7, 8 and 10).**

## Competency Details:

- Extensive knowledge and experience of 6 years using **RDMS and Manual/Functional testing (SIT and UAT)**.
- Have experience in auditing the sales invoices for under cost values and maintaining important documents / records / reports.
- Have 4 months of experience as **Holidays Manager**, expert in **Quoting** for travel trips to European countries like Georgia, Azerbaijan, Armenia, etc. Have experience in **Ticketing** for FlyDubai, AirArabia and Cleartrip.
- Have experience in **Booking and Negotiating prices** Hotels using the concerned websites as a Travel Agent.
- Have worked as assistant HR to process visa, insurance for the employees and company. Also hire and terminate employees as per the company policy
- Created **Business Letters** to suppliers like Al Futtaim Motors, Arabian Automobiles, Al Habtoor Motors, etc
- Checked the **Sales invoices for under cost against Purchase invoice** created against the auto spare part, in case of discrepancy it would be corrected on timely manner
- Extensive knowledge in document controlling and administrative sector
- Worked for the projects in the areas of Web and Multi-tier Client/Server.
- Have sound knowledge on **Agile Technology** and have 4 years work experience on the same.
- Perform Analysis for complex problems and defines and solves the issue.
- Have good knowledge on **domain** based on applications like **Financial Services and Telecommunication**.
- Have worked on **Microsoft Office (Word, Excel, PPT, Outlook, SharePoint)**.
- Have a very good understanding of entire software development life cycle.
- Have strong communication skill and capability to lead a team.
- Prepared **Traceability Matrix and Metrics** to log in all the testing related details and the resources required for the same.
- Have used **FTP server** to take the data from client server to local server for testing purpose.
- Have used **SOAP UI** for loading the required data for testing purpose of the telecom services UI.
- Have received **ACCENTURE – GREENFIELD TRAINING Certification**.
- Have received **monthly awards for the individual contribution** to the project from Accenture (India).
- Have done **NCFM – Equity Derivatives-Beginner's Module Certification**.
- Have done **ACCENTURE – Application Tester - 1 & 2 Certifications**.
- Have done **ACCENTURE – Banking Industry Generalist Certification**.

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- Was part of organizing committee for Bank of America town hall conducted by Accenture (India) on Quarterly basis.
- Was an active member in all the team building activities taken place in all the projects.

## TECHNICAL SKILLS:

Operating systems	Ms-Windows (XP, 7, 8 and 10), Microsoft Windows NT Server, Sun Solaris UNIX, Citrix
Database	SQL Server 2005 & 2008
Technology	SOAP UI
Testing Tools	HP Quality Centre (V9.2 & 11.0), AXE 3.5, QTP
Other Tool	JIRA, Microsoft Office (Word, Excel, PPT, Outlook, SharePoint), CUBIX
Languages	C, C++, SQL, UNIX
Application and Web Servers	Siebel, WebLogic 5.1/8.1, FTP Server, Apache HTTP Server, Tomcat

## WORK EXPERIENCE

### **Employer 1: Khalid Al Hamadi Auto Spare Parts Co. L.L.C., Sharjah, U.A.E.**

**Client: Retail, Wholesale and Export**

**March 2018 till date**

**Role: Assistant Accountant, Assistant Human Resource & QA Test Engineer**

#### **Responsibilities:**

- Framing SQL queries based on the Mapping Logic to validate data in Front End Reports
- Manual/Functionality Testing in SIT, UAT and Production environment of the Front End (UI) of Cubix Software
- Have been involved from the beginning phase of collecting requirement for the software development till the Production of it, as we are the customer company who are using the software for various purposes
- Was involved from the end user team to make sure the smooth transition of the software has been done to us
- Have done document controlling and administrative work as well
- Posting of purchase invoices from suppliers in the Comrade and Cubix Software
- Have checked statements from the suppliers to tally for accounts purpose
- Have helped with the inventory control along with the team
- Point of contact for the centralized posting of the purchase invoices
- Have worked on the Functionality testing of the Cubix software along with the software team
- Have checked the Sales invoices for under cost against Purchase invoice created against the auto spare part, in case of discrepancy it would be corrected on timely manner
- Have done ticketing, hotel reservations and tours for MD of the company
- Created Business Letters to suppliers like Al Futtaim Motors, Arabian Automobiles, Al Habtoor Motors, etc
- Flexibility in work and always a good team player
- Maintenance of Important Correspondences & Control of important documents / records / reports
- Provides daily progress reports to senior managers and Managing Director
- Maintains a Monthly Report of Customer Balance, Cash Closing, Supplier Return, Customer Return, Sales Vs Purchase, Minus List, Salesman Analysis Reports from each branches
- Have worked as assistant HR to process visa, insurance for the employees and company. Also hire and terminate employees as per the company policy
- Mentor for new joiners in the team

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- Have daily calls with accountants from the branch offices to make sure all the work is completed on time
- Point of Contact for auditing the Sales Invoices which has been done by the salesman and make corrections to it by appropriate methods.
- Have been leading more than 80 employees which includes accountants and salesmen from the 7 branches, export and also 2 warehouses.

**Environment:** MS-Windows 7, 8 & 10, CUBIX software, Auditing Sales Invoices, Purchase Invoices, Microsoft Office (Word, Excel, PPT, Outlook), SQL Server 2008

## **Employer 2: Holiday Haul Travel and Tours Services DMCC, JLT, Dubai, U.A.E.**

**Client: B2B and B2C**  
**Role: Holidays Manager**

**Nov 2017 till February 2018**

### **Responsibilities:**

- Preparation of Quote for the Clients and agents equally
- Have experience in **Ticketing** for FlyDubai, AirArabia, Cleartrip.
- Have experience in **Booking** Hotels using the concerned websites.
- Create Tour Package for each destination
- Handle the enquiries for Georgia, Armenia, Azerbaijan, Maldives, Thailand and many more
- Create invoice for the clients based on the quote given
- Have made more than 15 bookings in 1 months time, but have quoted for more than 20 enquiries per day
- Have helped in designing and testing the web page of the company site (live server) to make sure all the functions are working as expected

**Environment:** Ms-Windows 10, Ticketing portals, Hotel reservations, Transfers, Tours

## **Employer 3: Accenture Services Pvt. Ltd., Bangalore, Karnataka, India**

**1. Client: Orange S.A (France Telecom S.A)**  
**Role: Senior Software Engineer**

**Jan 2015 to Oct 2015**

### **Responsibilities:**

- Preparation of Test Condition, Test Scripts and Execution of the Test Scripts
- Manual/Functionality Testing in UAT environment of the Front End (UI) which is on Siebel Web Engine
- Validate the mobile connections of the users which were provided to us for testing to confirm on the stability of the product
- Testing on different functionalities based on the scenarios generated with respect to different lines of the telecom services
- Data Validation based on Mapping Spec
- Detailed Analysis of the Functional Requirement
- Have used FTP server to take the data from client server to local server for testing purpose
- Have used SOAP UI for loading the required data for testing purpose of the telecom services UI
- Daily Calls with onshore counterparts (France) for understanding the requirement
- Worked in AXE and QTP tool to execute the regression testing
- Responsible for uploading the documents into the Shared Folder and SharePoint
- Defect Tracking done using QC (ALM) tool and JIRA tool
- Mentor for new joiners in the team including the existing team members
- Was one of the key members in the First Release of the Product going on-live in the month of April 2015
- Point of Contact for the application based on different functionalities, team consists of 9 team members

**Environment:** Siebel, Sun Solaris UNIX, SQL Server 2008, SOAP UI, HP Quality Centre V11.0, AXE 3.5, UFT, JIRA, Ms-Windows 7, Citrix, FTP Server

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**2. Client: Bank of America (BOA)**  
**Project: GRITT – RegGAE**  
**Role: Software Engineer**

**June 2010 to Dec 2014**

## **Responsibilities:**

- Primary Point of Contact for the application (offshore – lead of application) consisting of 10 team members per project
- Framing SQL queries based on the Mapping Logic to validate data in Front End Reports
- Have used FTP server to take the data from client server to local server for testing purpose
- Prepared Traceability Matrix and Metrics to log in all the testing related details and the resources required for the same
- Have worked on Microsoft Office (Word, Excel, PPT, Outlook, SharePoint)
- Agile Testing has been followed to test the reports
- Detailed Analysis of the Functional Requirement
- Had daily calls with the developers and client for understanding the requirement and raise any concern on the same
- Defect Tracking done using JIRA and QC (ALM) tool
- Manual/Functional testing done on both System Integration Testing (SIT) and User Acceptance Testing (UAT) environments
- Data Validation based on Mapping Spec
- Loading the batch through stored procedures and validating each columns of the table based on the Mapping spec
- Framed SQL queries based on the Mapping Logic to validate data in Front End Reports

**Environment:** Web Logic 5.1/8.1, Apache HTTP Server, Tomcat, FTP Server, SQL Server 2008, HP Quality Centre (V9.2 & 11.0), AXE 3.5, UFT, JIRA, Ms-Windows (XP and 7), Sun Solaris UNIX, Citrix

## **EDUCATIONAL QUALIFICATIONS:**

- ❖ B.Tech Electronics and Communication from Amrita School of Engineering, 2010, Bangalore, Karnataka, India
- ❖ Completed schooling from GEMS Education - Our Own English High School, 2006, Fujairah, U.A.E

**I hereby acknowledge that all the information given above is true to the best of my knowledge.**

**(REKHA SUSHAMA KUMAR)**