

SARA SANDEEP JADHAV

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Dhamote, Raigad, Maharashtra - 410101

Education

2021

TYBSC-IT

K.J.Somaiya College Of Arts, Commerce
& Science

2018

HSC

ST.Mheta Women's College of Art's
Commerce & Science

2018

SSC

MODEL ENGLISH HIGH SCHOOL

Expertise

- Manual & Automation Testing
- SQL
- Pursuing the Knowledge of Project Management
- Preparing for ISTQB Exams
- User Flows
- Process Flows
- Problem Solving & Teamwork
- Communication & Honesty

Language

English

Hindi

Marathi

Certificates

- Maharashtra State Certificate (MSC-IT)
- Manual & Automation Testing
- Graphic Design
- Excel

Objective

A dedicated and detail-oriented software tester with a passion for ensuring the highest quality of software products. Seeking a challenging testing role in a dynamic software development environment where I can apply my expertise in manual and automated testing, testing methodologies, and bug tracking to contribute to the delivery of flawless software solutions. Committed to continuous learning and delivering excellence in software quality assurance.

Experience

○ 2023 (Currently Working With-) Tantrayyan Technologies Pvt.LTD Quality Software Assurance

Roles & Responsibilities:

1. Test Planing & Test Case Design
2. Test Execution & Defect Reporting
3. Different types of testing
4. Continuous Learning
5. Collaboration, Documentation & Reportings

Worked On Projects: 12Grids, EdgeCRM, OneStop NDT, FaceBio

○ 2022-2023 (Worked from - 18th July 2022 To 16th Sept. 2023) Tata Modi Motors (Thane, Kasarwadavli)

Claims Executive

Roles & Responsibilities:

1. Claim Exchange
2. Delight Forms Punching & Activating
3. D2C (Tagging & Scanning) & Adhere Complete Samridhhi process
4. EDMS Billing
5. Daily & Monthly Reports as per formats for Delight, Claims & D2C
6. Go Green Punching & Uploading on EDMS Portal
7. Other works allocated by Manager/CFO/CEO

○ 2022 (Worked from 2nd January 2022 To 31st March 2022) Deliveryaan Logistics Company (Thane, Wagle Estate)

Admin

Roles & Responsibilities:

1. Greet visitors and direct them to the appropriate offices.
2. Conduct clerical duties, including filing, answering phone calls, responding to emails and preparing documents
3. Coordinate project deliverables
4. Perform accounting tasks, including invoicing and budget tracking.
5. Scheduled the meetings & provide the administrative support for team

○ 2019 - 2021 (Worked From 22nd Dec. 2019 to 30th June 2021) UdyogVihar Industrial Premises (Vitthalwadi)

Admin

Roles & Responsibilities:

1. Maintains office services by organizing office operations and procedures
2. Preparing payroll
3. Perform accounting tasks, including invoicing
4. Controlling correspondence, designing filing systems, reviewing and approving supply requisitions, and assigning and monitoring clerical functions

Accademic Projects

1. Front Accounting
2. G-pay & PanCard Application
3. IOT Based Obstacle avoiding & Path Following Robot
4. Research Paper on Impact of Social Media On Youth & Manufacturing Industry
In Medical Field
5. Website: Student Result Management System for Schools & Colleges.