

Naureen Shoaib

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Objective: To work with a dynamic and growth oriented organization that provides career development, vast learning tracks, and broad field exposure leading to career growth.

Academic Qualification:

- MS. (computer science) from Muhammad Ali Jinnah University CGPA 3.2
(*MS research thesis on "Web based software quality standard best practices in Karachi pilot-projects"*)
 - BS. (computer science) from Karachi University CGPA 2.67
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Certifications:

- Certification Amazon virtual assistant from Enablers
 - JNCIS-ER (Specialist, Enterprise Routing)
 - JNCIA-EX (Associate, Enterprise Switching)
 - JNCIA-ER (Associate, Enterprise Routing)
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Tools and Techniques:

- Defect Management Tools
 - mercury Quality Center (Test case execution, defect reporting and tracking)
 - Good knowledge of Testing tool like Microsoft Test Manager 2010
 - Extensive experience C, SQL SERVER, JAVA
 - Operating system: Windows and LINUX
 - Office Tools: MS Office and MS Project
 - Extensive testing tool experience: VST
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Work Experience:

Management Trainee Officer sales & marketing in Aon insurance Broker since April,2015 to March , 2018

- To become S.F champion on regional level i.e. most effective use of SF from all parameters.
- Ensure that all opportunity owners are effectively using the amended tools in SF.
- To conduct SF training with opportunity owners individually.
- Creation of license for SF users.
- Continue to deliver refresher training to users viz a viz responding to their queries.
- Assist with loading and managing of marketing leads on our prospecting system
- Regional Sales reporting on monthly basis respecting Sign-off, LMP.
- Accomplishing reports for job levels 5,6 as required on monthly basis.
- Produce ad-hoc power point presentation for Town Hall, G.M Sales Meeting, Regional

sale concal & opportunity owners.

- To achieve SFDC monthly sales effectiveness report
- Achieve reconciliation of eGlobal with SF accounts/opportunities on monthly basis
- preparing reports relating to budget purposes.
- preparing to reports relating to Aon's specialties.
- Sales reports shared as regional level like Actual vs Budget, Current vs Previous. Reports relating to pipelines.
- To develop personal skills, acquired online training courses relating to client promise, Code of conduct, relaunch Reports ,Dashboards,SF etc.
- interactive sessions with users for effective use of SF from all parameters e.g. maintaince of sales pipeline.
- To potray in SF a realistic standing of opportunities at different probabilities.

Motor Underwriting and Service & Quality Trainee in IGI Insurance Ltd since JAN , 2014 to March, 2015

- Preparation of renewal notices / statements (corporate clients) with proper follow up on expiry of each renewal.
- Preparation of quotations for future clients/fresh business.
- Preparation of Motor policies & Endorsements documents of corporate clients, as well as individuals.
- To monitor and ensure the premium recovery of insurance policies.
- Responsible to give a brief summary of each renewals at month end.
- Motor risk assessment/evaluation, setting the terms/conditions/rates as per appropriation of risk and guidelines.
- To assist Underwriting and Branch Head whenever any statistical work is required
- To assist underwriting management at the time of reporting or any statistical work as and when required by Head Office.
- CRM Software (Unison) Implementation & Management
- Ensure Complete Utilization of Unison by all Users
- Management of recent & upcoming campaigns of IGI
- Ensure updations & response to the sales leads of all products to relevant teams on a daily basis.
- Ensure all complaints & requests are logged, attended to, updated & responded to through CRM Unison software daily.
- Unison-Admin back-up role. Creation of Unison Users, Roles & other related details whenever required.
- Conducting online surveys of corporate clients on a quarterly basis.
- Preparation of monthly and annual reports for the S & Q Department.

SEO Trainee in Onetec Solution Pvt Ltd since Feb 2011- Aug 2011

- Perform off page optimization techniques in various projects
- Procuring quality inbound links from blogs,forums other relevant,content specific sites
- Contents(articles,press releases,etc) to submit to various platforms/sites
- Making appropriate comments on relevant,do-follow blog sites to produce backlinks
- Executing and managing promotional (SEO) projects

- Exploring new online resources for generating backlinks
- Leveraging web 2.0 sites/platforms to publish content with links back to our sites
- Incorporating social media optimization to augment the traditional SEO activities

SQA internee in United Bank Limited since Sep 2011 to Oct 2011

- Review of Requirement specification documents, FSD, BRD, Use Case and Change Request documents
- Analyze and review of peer test cases
- Test Cases development
- Execution of test cases
- Defects Reporting

TYPES OF TESTING PERFORMED

- Smoke testing
- GUI testing
- Functional Testing (Black Box)
- Regression testing
- User acceptance testing

References :

- Dr. Nausheen Shoaib
Assistant Professor – Computer Science
FAST – NUCES