

ANISHKHAN.J
DUBAI, UAE
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PROFILE

Contribute to the organization with my innovative capabilities and to achieve organizational goals and be a part of a growing and a dynamic organization and add value to its talent pool while paving way for my professional success.

PROJECT RENT A CAR (UAE). **(2023 to Till Date)**

ADMINISTRATION OFFICER

- Efficiently managed administrative tasks and provided vital support to the daily Operations of the car rental company
- Handled customer inquiries, reservations, and bookings, ensuring a high level of customer satisfaction.
- Maintained and organized records, including rental agreements, vehicle documentation and customer data
- Coordinated vehicle logistics, such as pick-ups, drop-offs, and maintenance, to ensure fleet availability
- Assisted in the management of company finances, including invoicing and accounts receivable
- Collaborated with the management team to develop and implement operational policies and procedures
- Managed office supplies, maintained office equipment, and ensured a clean and organized workspace.
- Contributed to a positive and productive work environment by effectively communicating with coworkers and customers.
- Adapted to the fast-paced and dynamic environment of the car rental industry to meet operational demands

Accounts & Finance

- Preparing MIS Reports involving expense analysis, Cash flow, Monthly creditors & debtors analysis, Reconciliation of BRS Monthly basics.
- Manage all Functional requirements of office
- Vendor Bills Accounting and Preparation of Payment as per Schedule.
- Participation in Monthly, Quarterly and Yearly accounts closing activities
- Book Keeping /Records and Ledger maintenance
- Maintain Cash and accurately record cash transactions.
- Responsibility in lending money to customers
- Preparation of cash flow and fund flow statements
- Responsibility in maintaining cash and cheques and online cash transactions and Preparation of Cash flow records.
- Cost Reduction of Expenses
- Budget varies analyses
- Coordination with Internal & Statutory Auditors in connection with Warehouse Stock Audit.

HCL -TECHNOLOGIES LTD **(2021-2022)-INDIA**

Consultancy: Bull IT Services

Designation: Process Associate under Manual testing

PROFESSIONAL SUMMARY

- **1.7** Years of experience in field of Manual Testing.
 - Having working experience with Agile Methodology.
 - Good knowledge in Smoke testing, Sanity testing, re-testing, Regression testing.
 - Good exposure in Software Testing Cycle (STLC).
 - Good experience in Preparation and execution of test cases.
 - Good experience in Bug Tracking and reporting using Defect Management Tools (Bug tracker - JIRA) till closure.
 - Commitment to co-operative Teamwork and involved in delivering high quality product to client.
 - Ability to learn new technologies and tools quickly.
- Currently looking for the step ahead in testing to learn and gain experience in automation tool and software
[Interested to work under automation testing]

TECHNICAL PROFICIENCY

- Operating systems: Windows 10 and Mac
- Browsers tested on: Internet explorer, chrome, Firefox
- Tools: Magen & Excel
- Bug tracker: JIRA
- Testing Types: Functional, Browser, Compatibility and Usability testing

ROLES AND RESPONSIBILITIES:

- Following Agile Scrum methodology.
- Understanding Requirements and functional specifications of the application
- Interacting with Client on weekly status calls.
- Involving in daily scrum meetings and giving the consolidated status.
- Execution of Test cases at iteration level.
- Regression testing on each browser at iteration level.
- Logging defects using internal tool Bug tracker and tracking till closure.
- Configured LADP, SMB, Kerberos for Authentication, Authorization and Accounting.

PERSONAL DETAILS:

Name: Anish khan. J

Father name: Jafar Ali. K

Date of birth: 22-03-1998

PASSPORT NO : T9349831

VISA STATUS :RESIDENCE

Languages known: English ,Hindi & Tamil

ACHIVEMENTS AND CERTIFICATION:

- Received award from HCL "On being the star performer of the quarters" at 2022

PLACE : DUBAI-UAE

DATE:

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