Sarah Tehreem Basit

Marital Status: **Married**
Visa Status: **Resident Visa**

OBJECTIVE:

I believe that Software development is a life style which all about **Passion.** Only those who feel its secret will fall in love with it so it becomes their whole life…their **Way of Life.**

So I'm looking for great opportunity in software houses where I can live with all my passion and add a good mark in it, showing it's mighty & developing my experience by doing the best it needs to.

EXPERIENCE:

➤ **Mar 2015 to**   **Web Pixellate Software House**
  Apr 2020   **Business Development Executive**
               (Virtual Assistant)

- The responsibility was a business developer as a Freelancer, being with the company throughout these years to provide my services.
- Need to check the project outline, to make sure the communication going good with the company and clients.
- Handling multiple projects and to provide customer support.
- Lead generation and also keep up with the old clients.
- Providing online training to new business developers about pitches and proposal writing.
- Address clients concern at any time regarding any issue related to the project.

➤ **Apr 2016 to**   **TechChef Software House**
  Dec 2019   **Quality Assurance Engineer &**
               Virtual Assistant

- Responsible for testing Websites & Mobile Apps (IOS/Android).
- Worked in the quality assurance related to each stage of the Software Development Life Cycle
- From analysing the initial high level requirements to assessing test ability of the functional requirements
- To post production defects resolution support.
- Preparation of test plans, scenarios, cases and reports.

Project Coordinator

- Accomplishes work requirements by orienting, training, assigning, scheduling, and coaching employees.
- Meets work standards by production, productivity, quality, and customer-service standards
- Resolving operational problems
- Identifying work process improvements.
- Enhances department and organization reputation by accepting ownership for accomplishing new and different requests
- Exploring opportunities to add value to job accomplishments.

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Address: Butina, Sharjah, UAE
Date of Birth: 16/09/1992

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➢ **Jan 2015 to**   **Tesla Vault Software House**
    Dec 2015   **Business Development Executive\Technical Sales Executive**

- Development of Online & Offline Sales & Business Development.
- Evaluation of market trends.
- Lead generation/Retention, Corporate sales operations.
- Sell software solution services
- Project management of my own client's apps.
- Understand customer business need and giving them business solution.
- Maintains long lasting relationships with clients by customer care service.
- Contributes to team effort.
- Targets & achievements by Team work.
- Team meetings and sharing sales pitches with colleagues.
- Customer feedback on product improvements.
- Address client concerns.
- Ensure the resolution of issues in a timely manner, with proper follow-up.

➢ **Jun 2013**   **PSO House**
    Aug 2013   **Software Engineer Intern**

- Develop few modules of PSO Online library solution.
- Development on Visual Studio platform.
- Worked and analysed the network structure of PSO House with
- networking team.
- Troubleshoot network connections.

➢ **Jun 2012**   **FAST University**
      ACM Ambassador

- Ambassador of Programming competition in FAST University.

EDUCATION:

DEGREE\CERTIFICE	GPA\GRADE	YEAR	INSTITUTION
B.S (Computer Science)	3.46	2014	Usman Inst. Of Tech (Hamdard University)
H.S.C Pre- Engineering	B	2010	Govt. Degree College Malir Cantt
S.S. C	A+	2008	Span Public School

Final Year Project:
Agriculture toolkit for crop disease RIPA based on Expert System

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SKILLS	SIMULATING TOOLS I WORKED ON
Software Testing Skills *SkillLevel:* ★ ★ ★	MICROSOFT VISUAL STUDIO
	MICROSOFT OFFICE
Online Customer Dealing *SkillLevel:* ★ ★ ★ ★ ★	MYSQL SERVER
	ORACLE 9
Project Management *SkillLevel:* ★ ★ ★ ★ ★	ADOBE DREAMWEAVER
	ADOBE PHOTOSHOP
Lead Generation *SkillLevel:* ★ ★ ★ ★	WAMP
	DEV C++
HTML5 & CSS3 (Client Side)	PACKET TRACER
	MATLAB
MySQL & SQL Server (Server Side)	PROLOG
C Sharp (C#)	ECLIPSE
C++	ONLINE TESTING TOOLS (Desktop Software/ Android Apps/iPhone Apps)
Adobe Photoshop	
Networking	
Web Development	
Digital Marketing	

COURSES & CERTIFICATIONS:

- ➢ **E-Commerce Management (Nov 2019)**
- ➢ **Digital Marketing (In Process)**
- ➢ **Creative Content Writing (In Progress)**

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THESIS PROJECTS & WORK:

- **MomsBuffet.com** is a dynamic amazing Woo-Commerce Website and is associated with home cooking in Karachi, Pakistan. You can online any of your favourite food from online service and your order will arrive at your doorstep.

- **Agriculture Toolkit for Crop & Disease RIPA (RESEARCH INSTITUTE OF PAKISTAN AGRICULTURE)**
  Expert System- Final Year Project
  C#, Artificial Intelligence System, Visual Studio

- **Auto English Grammar Generation Software**
  C#, Visual Studio

- **Online Shopping Mart System**
  HTML, C#, Mysql

- **Entrepreneur for Workshop**
  Conduct a seminar for Customer Care and Workshop on Organizational Behaviour aspects.

- **Worked as a Freelancer**
  Academic writer for blogs and articles.

WORKSHOPS & SEMINARS

- **COMNET'2010-2014**
  3rd National Conference on Information & Communication Technologies
  Usman Institute of Technology, Karachi

- **HTML5**
  Conduct workshop for HTML5 Training in 2013
  Usman Institute of Technology, Karachi

- **MICROSOFT WINDOWS8 & VISUAL STUDIO 2010**
  Workshop to launch officially MS Windows 8 and Visual Studio 2010 in 2013
  Usman Institute of Technology, Karachi

ACHIEVEMENTS

- **WIEEE** (Women IEEE) Volunteer\Executive in Usman Institute.

- **MICROSOFT** Events\Workshops Organizer

- **TEDEX UIT** Event Manager
  (International Entrepreneurs Conference)

- **COMNET** Events Organizer\Volunteer\Executive Member