



ASUHAR SALAHUDEEN

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Apartment 5, Near Clock tower,
Deira, Dubai, UAE

Birth Date

31/07/1997

Nationality

Indian| UAE Visit visa|Immediate
Joiner

Driving License

KL0120150010660

LANGUAGES

English

Malayalam

Hindi

Arabic

Tamil

SKILLS

System Hardware/Software
Configuration, Installation & Troubles
hooting

PROFILE

Highly Motivated, flexible and versatile professional with 1 year experience in document operations and IT assistance. Readily adapts to change, works independently and exceeds expectations. Poised and competent with demonstrated ability to thrive in deadline-driven environments. Excellent team-building skills. Accustomed to handling sensitive, confidential records. Demonstrated history of producing accurate and timely reports. Innovative thinker who detects more efficient ways of working, and testing new work approaches. Skilled in time management, working independently and as an enthusiastic team player. Possess B.Tech degree in Electronics and communication engineering

EMPLOYMENT HISTORY

Documentation Specialist / IT Assistant, RR Donnelley - DFIN

Kerala, India | 2019 January - 2019 October

KEY RESPONSIBILITIES AND ACHIEVEMENTS

- Examined financial documents for organizing, tagging, or indexing information according to departmental procedures.
- Created, and maintained files according to departmental procedures.
- Received, identified, printed and distributed electronic and physical documents to appropriate individuals.
- Evaluated financial documents for proper categorization.
- Responsible for keeping updated cab access records and stationary supplies record in Microsoft excel.
- Occasionally responsible to perform QA and QC for financial documents produced by team.
- Installed and configured desktop hardware and peripheral devices, such as networked printers.
- Performed fix at the desktop level, including installing and upgrading software and configuring systems and application
- .Provided technical assistance and support for incoming queries and issues related to computer systems, software, and hardware.
- Worked together with the Network and Server Administrators to initiate and solve complex technical issues and escalate them accordingly.
- Provided support to end users on a variety of issues. Identifying, researching, and resolving the technical problems.
- Responsible for troubleshooting and catching errors before they reach clients
- Meets deadlines by working in a high-pressure environment at a fast

Network Troubleshooting

Microsoft Office Word

Microsoft Office Excel

Microsoft Office Power Point

Business Report Preparation

Data Management

Advanced Python

Microsoft Dynamics 365 CE

Microsoft Dynamics 365 CRM

Microsoft Dynamics 365 FinOps ERP

Azure DevOps

C/C++

Basic Java

C#

Windows XP 7, 8, 8.1,10

OTHER SKILLS AND ABILITIES

- Excellent Oral And Written Communication
- Excellent Team Player
- Works Well Under Pressure
- Meets Deadlines
- Leadership Skills
- Interpersonal & Consultative Skills
- Organized, Proactive, And Results Driven
- Managerial Skills

pace while maintaining quality and error free work.

Business Development Executive, Onionz Fresh

Kerala, India | 2019 October – 2020 September

KEY RESPONSIBILITIES & ACHIEVEMENTS

- Worked in customer support, Sales, Marketing, Quality assurance, Customer relations management, Website content writing and Feedback monitoring.
- Successfully mastered a very sharp learning curve in a short period of time and achieved the sales closing target.
- Plan and manage vendors and delivery executives for delivery of services and goods.
- Scheduled quality calls and face-to-face appointments with vendors and customers.
- Built strong rapport with clients and stakeholders over the telephone and in person.
- Worked in coordination with executive management and third party to execute sales and marketing activities.
- Analyze and gather feedback from attendees to determine areas of potential development after each marketing campaign.
- Maintained customer relations and publicity by, utilizing cold calls, direct mail, print ads, social medias and broadcast emails.
- Commended for excellent consultative sales and customer service skills on performance reviews.
- Prepares daily sales report, Receives and checks customer invoices issued by Finance before forwarding them to customers to ensure the information is correct.
- Increased customer satisfaction rate by 35% by improving customer service.
- Achieved 100% monthly sales target and received recognition and appreciation from management

Junior Test engineer /QA Analyst, Testhouse India Pvt Ltd.

Kerala, India | 2020 September – 2021 October

KEY RESPONSIBILITIES

- Performed manual and automation UAT, regression Testing, integration testing, unit testing, sanity checks and exploratory testing on different versions of Microsoft D365 CRM, D365 CE and D365 FinOps.
- Worked in SDLC & STLC frameworks, Agile methodology and performed requirement analysis, test scenario design, test case creation, scripting, execution and bug reporting accurately in azure DevOps

- Problem Solving Skills
- Organizational Skills
- Creativity
- Analytical Abilities
- Attention To Detail
- Experimentation
- Knowledge Sharing And Mentoring
- Adaptability
- Multi-Tasking Abilities
- Passionate To Learning

- Developed XML files using RSAT and worked on HTML code to automate UAT and regression testing of D365 FinOps.
- Coordinated with System Analysts & Development teams to review process of requirement standards & resolving issues.
- Responsible for creating and maintaining Requirement Traceability Matrix (RTM) and trace requirements to the corresponding test cases.
- Communicated effectively with both technical and non-technical stakeholders.
- Created and consolidated knowledge repositories and conduct periodic training sessions

KEY ACHIEVEMENTS

- ISTQB Certification from UK Testing board
- Worked on client facing role with developers of BMA CRM
- Received recognition from client for on-time delivery.
- Worked with developers of IWG PLC, Toastmasters international and British Medical Association(BMA).

CERTIFICATIONS

ISTQB – International Software Testing Qualifications Board

Testing board United Kingdom | 2021 January – 2020 April

Advanced Python Professional

TESRO – Technical Education & Research Kerala, India | 2020 July – 2020 December

EDUCATION

Bachelor of Technology in Electronics & Communication Engineering, Mohandas College of Engineering & Technology

Dr. APJ Abdul Kalam Technological University, Kerala | 2015 – 2019

CGPA-6.5

HSE 12th Grade – Computer Science , BNV V&HSS, Thiruvallom

Trivandrum, Kerala | 2013 – 2015

Total mark in Percentage= 86%

SSLC 10th Grade, St.Marys HSS, Pattom

Trivandrum, Kerala | 2012 – 2013

Total mark in Percentage= 86%

COURSES

Programming in C/C++ , St. Xavier's Computer Centre

2015 April – 2015 June

Advanced Python with Django, TESRO – Technical Education & Scientific Research

2020 July – 2020 December

INTERSHIPS

Kerala State Electronics Development Corporation Limited

KELTRON – Thiruvananthapuram | 2017 July – 2017 July

JRM Technologies

Coimbatore, India | 2017 December – 2017 December

Prasar Bharati Public Service Broadcaster

Thiruvananthapuram | 2018 July – 2018 July

ACADEMIC PROJECT

Major Project-Pulse Controlled automated CPR machine

Trivandrum | 2018 – 2019

EXTRA-CURRICULAR ACTIVITIES

- Participated in several inter and intra college exhibitions, onstage and off stage competitions and debates.
- First runner up in “Between The Lines”, an intercollege personality competition conducted by MBCET.
- Participated in “Samagra”, the project exhibition conducted by research wing of MCET