



## Auto-Test 2

Age: 38  
 City: Johannesburg  
 Gender: Female  
 Ethnicity: African

She completed a B. Comm in Information Management & Economics and MBA Master of Business Administration and has 6 years' experience as a client facing Business / Test Analyst. She has been working for a global Fintech company for the past 10 years. She is currently a CFA candidate level 1. Currently work as an Analyst tester, working for both local and international clients' platforms.

Experienced in creating user stories, Agile, Power BI experience, UML and Bizagi, and experience in using data modelling in creating diagrams and flows. Experienced in using wireframes and experienced in using JIRA and Confluence from an analysis perspective.

Experienced in both Manual and Automated testing, using Insomnia as the automated testing tool. From an analysis perspective she is responsible to ensure that testing and quality assurance is on a higher standard to deliver high quality releases. Quality control, testing and Monitoring.

## Work History

**Position:** Analyst Tester / Process / Business Analyst

**Duration:** 2019 to Current.

**Company:** Fintech Company

- This is a dual role of Business and Test Analyst as this is how this type of role is structured across all their branches globally.
- Responsible for UAT, manual and automated testing ( Insomnia used for automated testing).
- Client facing, dealing with internal and external clients analyzing their requirements.
- Process Definition.
- Process Documentation (policy, standard templates & checklists).
- Process Improvement Plans.
- Process Piloting Records.
- Process reviewing reports.
- Measurements and Analysis of reports.
- Process related release communication and change management.
- Implementing controls into processes.
- Testing and Training.
- Reporting.
- Adhoc Business Changes Implementation.
- Coordinating maintenance weekends.
- Completing BRS for Business Analysts for new projects.
- Process system changes.
- Solution Design.
- Technical Analysis.
- Business Process Analysis.
- Review and analyse Business Requirement.
- Technical Testing.
- Automation Testing.
- QA Testing.
- UAT Testing.

*Reason for leaving:*

- She's been with the company for almost 10 years and feels it's time for a new challenge.

**Position: Estate Late Administrator****Duration: 2015 to 2019****Company: Mining sector**

- Liaising with brokers, executors, agents, advisors, new investors, law firms etc. to obtain the relevant legal documentation and information to allow for capturing and releasing of funds to beneficiaries.
- Transferring the funds to beneficiaries either using dealing or repurchasing and applying for tax and CGT
- Liaising with internal departments regarding received instructions and captured deals.
- Daily monitoring of volumes and queues whilst remaining within cut-off times set in the Service Level Agreement with our customer and events calendar.
- Updating different systems with new information (IMS4 etc.)
- Maintaining up-to-date information on all cases and progress.
- Dealing with a variety of different legal and business rules and processes on different investment products to manage claims.
- Drafting of correspondence as emails are received and at times obtaining advice to comply with legalities.
- Collection of information for different investment products and legal rules for dealing with such products.
- Compilation of training guides and document templates for use by team.
- Working within strict turnaround times on follow-ups, as well as responding to queries via phone, email, case history etc.
- Receipt and overseeing of main email Inbox and distributing queries and emails to relevant parties.
- Training new staff members.
- Doing repurchases of members redeeming their funds or redeeming estate late member's funds to beneficiaries or estate late account.
- Applying for tax after the repurchase.
- Transferring funds from one member to another, either as a cession or estate late.
- Doing CGT for transfer members on LIFE products, loading addendum for transferring members with share portfolio.
- Doing Vol transfer out for members transferring to another Mancos.
- Admin Support, dealing with both Internal and External queries and resolving complex situations with the Admin.

Specialised Functions:

- Repurchases.
- Applying for Estate late tax.
- Investigating systems backdates.
- Performing Internal Queries.
- Running Reports.
- Inter transfers.
- Simple switches.
- Consolidations.

*Reason for leaving:*

- Due to her having a B. Comm in Information Management & Economics she is capable to note when systems have certain deficiencies, thus she noticed mistakes or systems deficiencies and made recommendations on how to improve the systems, and she was promoted for this and they gave her an opportunity to move within the company to Process Analyst role which is where her IT career would start doing both Business and Test Analysis work.

**Position: Senior Employee Administrator****Duration: 2014 to 2015****Company: Major Financial Services group**

- Identifying deposits by Employers into the fund's contributions Bank accounts in settlement of any such outstanding contributions.
- Verification and acceptance of electronic data supplied in respect of monthly contributions for funds under administration.
- Provide information to fund accounting relating to Adhoc deposits.
- Reconcile pay regions monthly.
- Daily follow-ups of outstanding work items relating to payroll error buffer.
- Follow up on long outstanding contributions (3 months and older) monthly.
- Extract and follow up on discrepancies.
- Upload new member details.
- Calculation and recovery of all late payments interest amounts due and payable in respect of all outstanding contributions monies as per the provision of Section 13A of the Pension Funds Act, 24 of 1956 (as amended).
- Preparing Audit reports for financial year ends.

- Provide monthly reports to internal and external stakeholders.
- Daily Stats.
- Paying claims.

*Reason for leaving:*

- Head hunted for a role with a Software company.

**Position:** Information Management Internship

**Duration:** 2013 to 2014

**Company:** Education and Training sector

- Foreign evaluation and verification.
- Suspension report project.
- Project running.

*Reason for leaving:*

- This was her first job, and she wanted a more challenging role.

## Education

**Grade 12.** Beverley Hills Highschool, 2004.

**Generic Analyst Certificate.**, 2019.

**National Diploma in Chemical Engineering.** University of Johannesburg, 2009.

**B. Comm in Information Management & Economics.** University of Johannesburg, 2013.

**Postgraduate in Investment Management.** Milpark, 2020.

**MBA Master of Business Administration.** Regenesys Business School, 2024.

**CFA 1 Candidate.** Chartered Financial Analyst Institute, year.

## Top Skillz

Business analysis
SDLC
Testing
Agile
Project management
Reporting skills
Process improvement
Process Documentation
Windows XP
Windows
MS Word
MS Access and MS Excel
Pastel
Interpersonal skills
Report writing and attaining objectives through teamwork process.
Visio

Bizagi
Client support and Project Coordination.
Detail oriented
Analytical thinker
Pro-active
Innovative
Attentive
Friendly
Approachable and Punctual.
Problem solving
Networking
Leadership and management skills.
Information Gathering
Aptitude for Figures
Quality orientation & Stress Tolerance.
Self-starter and Service oriented.
Build & Maintain relationships with clients.

### Salary

Before Deductions:	R 36 000.00 per month
Salary Expectations:	R36 000 to R37 000 net / take home to pay for her own benefits.

*"Thank you for considering our applicant! To schedule an interview, please reach out to your Talent Acquisition Specialist."*