

HARSHITA GUPTA

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PROFILE:

Penultimate year Master of Management student with 3.5 years of experience as a Test Analyst. Experienced in various testing roles and delivered compliance management for client UBS. Over my years of experience, I have been able to develop excellent attention to detail and strong communication skills. I am seeking an opportunity in administration and management to apply and enhance my skills in a real-world business environment.

EDUCATION:

Feb, 2023 - Present | Macquarie University

Master of Management

WAM: 78.833

2015 - 2019 | Jaypee Institute of Information and Technology, India

Bachelor In Technology - Electronics and Communication Engineering

CGPA: 8.5/10

2013 - 2014 | Prasad Public School, India

Sr.secondary, CBSE - PCM, Science

Percentage: 92

WORK EXPERIENCE:

PsychCentral | SYDNEY, AUSTRALIA | DEC 2023 - JAN 2024

**PACE | MQBS8090 | Business Internship - Intersectionality Project Planning Internship
Market Research and Data Analytics**

- Identified gaps in the market for workplace rehabilitation providers of NSW for Rehab Central, a new division established by PsychCentral.
- Spearheaded a market research initiative, analyzing 50+ providers, developing project action plans, and creating comprehensive project proposals.
- Presented actionable insights that led to strategic recommendations, identifying target clients, enhancing market segmentation, and positioning Rehab Central for a successful launch.

INFOSYS LIMITED | PUNE, INDIA | AUG 2019 - JAN 2023

Test Analyst

Jan, 2021- Jan, 2023

CLIENT: UBS

- Successfully ensured compliance of 500+ evidence documents covering the design, application details, and test case results, meeting the policy and minimum enterprise requirements.
- Conducted verification of all documents and achieved a 100% pass rate for audit requirements, embedded in the SDLC software release process, resulting in improved quality and reliability of the software.
- Generated and maintained documents of review results, which helped project managers in meeting the standard requirements of the bank and resulted in a 20% faster closure of tasks.
- Coordinated with project managers, audit teams and cross-functional teams to ensure compliance with change requests associated with 100+ tickets, and reported recommendations with 100% accuracy, resulting in improved efficiency and effectiveness of the change management process.
- Used JIRA and Microsoft Excel to track and manage test cases, resulting in improved collaboration and communication between teams, and faster resolution of issues.

OTHER EXPERIENCE:

Customer Experience

Jan, 2024 - Present

Student Assistant - Macquarie Business School

- Assisted in event management by handling registration, ushering, venue setup, and pack-up activities.
- Delivered engaging presentations to students as part of public speaking responsibilities.
- Provided administrative support including data entry, program planning, and preparation of campaign materials.

Volunteer Experience

Aug, 2023 - Present

Vinnies NSW - Vinnies Retail Volunteer

- Assist with various aspects of retail operations, such as merchandising, organizing shelves, restocking inventory, and operating the cash register.
- Sorted and processed donated items, including clothing, household goods, and other items for resale.

SKILLS:

- Regulatory compliance
- Automation Testing
- Proficient in Microsoft Office Suite
- Communication (verbal and non-verbal) and interpersonal skills
- Attention to detail and organizational skills
- Analytical and problem-solving skills
- Ability to work in a team environment

CERTIFICATIONS AND ACHIEVEMENTS:

- Received MQ Transition to Work Program badge from Macquarie University.
- Awarded Department of Actuarial Studies and Business Analytics Prize for Introduction to Inference, Modelling and Forecasting.
- Awarded Department of Accounting and Corporate Governance Prize for Managing Finance.
- Received the Global Leadership Program (GLP) badge from Macquarie University.
- Received HARVARD ManageMentor certification, Innovation & creativity, and Global collaboration.
- Certified KPMG U.S. - Career Catalyst: Advisory Job Simulation from Forage.
- Coordinator of the dance society and Head of "Khappis" in college.