



Laxmi Shetty



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UAE DRIVING LICENSE



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SKILLS

- MS office expert
- Inventory management
- IT skills
- Order processing
- Delivery coordination
- Logistics management
- Billing statement review
- Documentation abilities
- Record-keeping and bookkeeping
- File and data retrieval systems
- Administration duties
- Refund and exchange processing
- Client account management

EDUCATION

04/2016

Vellore Institute of Technology

Master of Science: Computer

04/2012

Mangalore University | Mangalore

BCA

PERSONAL DETAILS

Nationality: Indian

Marital Status: Married

Visa Status: SPOUSE VISA

PROFESSIONAL SUMMARY

Working as a skilled Executive administrator with extensive experience in overseeing administrative operations, managing schedules, and providing high-level support to teams. Proficient in coordinating meetings, handling correspondence, and implementing efficient office procedures. Strong organisational and communication skills with a proven track record of supporting executive teams effectively.

Formerly worked as IT proficient specialised in Software testing. Experienced with all stages of the testing cycle for dynamic web projects. Excellent in delivering highly complex technical information into terms and concepts that the end-users can readily grasp.

WORK HISTORY

04/2019 - Current

Executive Administrator

Logo TT (trend & trade) | Dubai, United Arab Emirates

- Managing office operations & inventory.
- Serving as a liaison between client, supplier & team.
- Gathering & summarising requirement from clients.
- Issuing purchase orders to supplier & monitoring the order until shipped out.
- Working with Logistics team for planning, managing & monitoring shipment (sea/air).
- Checking invoices & packing list.
- Uploading delivery plan and ETD on client portal.
- Sample & bulk fabric + accessories Approval
- Acquiring all the data & making final list.
- Providing administrative support to various departments.
- Recording & filing documents.
- Keeping confidential information.
- Quickly learned and applied new skills to daily tasks, improving efficiency and productivity.
- Oversaw daily operations to achieve high productivity levels.

LANGUAGES

English

Proficient (C2)

Hindi

Proficient (C2)

Kannada

Proficient (C2)

TULU

Native

CERTIFICATIONS AND LICENSES

IMPORT AND EXPORT
MANAGEMENT
SUPPLY CHAIN AND LOGISTICS
MANAGEMENT

09/2014 - 11/2018

Senior software test engineer

Wipro Technology | India

- Worked as a lead test engineer performing regressions, tracking bugs, and fixing cross-platform performance tests for each build.
- Implementing regression testing.
- Review the new script and approve/reject status reports.
- Identified bugs, risks and anomalies, applying action to prevent reoccurrence.
- Prepared and configured systems for testing.
- Optimised software testing to strengthen Quality Assurance (QA) measures.
- Maintained test logs and documented all tests, providing accurate and timely status updates.
- Used strong understanding of software testing methodologies and principles to continually improve testing processes.

09/2012 - 06/2014

Manual test engineer

Wipro Technology | India

- Perform as a manual tester.
- Configuring devices and testing multiple scenarios on different versions and different VOIP devices.
- Defect Management and closure.
- Defined and promoted adherence to testing standards and best practices.
- Investigated design failures in field to determine necessary corrections in future iterations.
- Performed root-cause analysis to identify and address source of sub-standard output.
- Optimised workplace procedures for safety, developing and updating processes based on latest research.
- Provided feedback on usability and serviceability using testing criteria.
- Examined project plans and locations to identify and mitigate potential hazards.