

DACAY, NOREEN



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Abu Dhabi, UAE

PROFILE

I'm a person that is good in analyzation and responsible employee. I'm very flexible, hardworking, and I can give my 100% dedication to my work. I believe that my skills and my ability is a good match for this position, and it's a great platform to showcase my skills for my personal and career growth.

SKILLS

- Proficient in manual testing techniques
- Excellent analytical and problem-solving skills
- Effective communication and collaboration abilities
- Computer Literacy
- Profiling
- Data Encoding
- Researching

EXPERIENCE

SOFTWARE QA

Lane Systems, Inc.

2022 - 2024

- Executed test plans, test cases, and test scripts to ensure the quality and reliability of software products.
- Conducted manual testing procedures on various platforms and environments.
- Identified, documented, and tracked software defects
- Collaborated with cross-functional teams to analyze requirements and provide feedback on design and functionality.
- Participated in sprint planning, daily stand-ups, and retrospective meetings to ensure alignment with project goals and timelines.
- Contributed to the continuous improvement of QA processes and methodologies.

ADMIN STAFF

Mars Agri Ventures and Commodities Inc.

2019 - 2022

- Managing office supplies and equipment.
- Handling incoming and outgoing correspondence
- Organizing and scheduling appointments, meetings, and events.
- Maintaining physical and digital filing systems.
- Providing administrative support to executives or other team members.
- Answering and directing phone calls and taking messages.
- Data entry and basic bookkeeping tasks.
- Managing office budgets and expenses.
- Performing general clerical duties such as photocopying, scanning, and filing.

SALES ANALYST

Mars Agri Ventures and Commodities Inc.

2019 - 2022

- Encode sales invoices of the agent
- Reconciling the stocks inventory
- Generate weekly and monthly sales report
- Hitting the monthly target sales

EDUCATION

SECONDARY SCHOOL

Crossing Bayabas National High School

2011 - 2015

BS IN INFORMATION TECHNOLOGY

Davao Central College

2015 - 2019

ACHIEVEMENT

Civil Service Passer - Professional Exam

TRAINING

NC II COMPUTER SYSTEMS SERVICING PASSER

NC III VISUAL GRAPHIC DESIGN PASSER