

Karuna Singh

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Professional Summary

Manual QA Tester with 2+ years of experience in web and downloads testing, defect tracking, and quality assurance within Agile teams. Proven track record in designing and executing test cases, managing bugs using TRELLO, and ensuring product reliability through comprehensive testing practices. Adept at collaborating with developers, analysts, and product managers to deliver high-quality software solutions. Passionate about continuous learning and contributing to a culture of quality.

Core Skills & Tools

- Manual Testing | Functional, UAT
 - Test Case Design | Test Execution | Test Reporting
 - SQL Basics for Data Validation
 - Agile & Scrum Methodologies
 - Documentation & Test Traceability
 - Collaboration & Communication Skills
 - Tools: MS Excel, Trello, Microsoft Teams, OneDrive, SharePoint
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Professional Experience

Assistant Manager – Product Development & Quality

ESGAUGE – Intangibles AI, Delhi | Aug 2023 – Present

- Led QA efforts within an Agile team, conducting end-to-end manual testing of dashboards, tools, and reporting systems.
- Created test plans and executed functional and regression test cases for key product features.
- Identified, logged, and tracked bugs using Trello, ensuring prompt resolution and retesting.
- Facilitated sprint testing and collaborated with developers to verify bug fixes and enhancements.
- Reviewed data integrity using MySQL and ensured testing alignment with business requirements.

Senior Research Analyst

ESGAUGE – Intangibles AI, Delhi | Mar 2022 – Jul 2023

- Checked that the tools worked correctly by reviewing the data and logic used.
- Worked with QA and developers to ensure all important features were tested properly.
- Helped in finding and reporting bugs during early testing phases.
- Reviewed documents and test data to ensure everything matched business needs.
- Shared feedback with the team to enhance product usability and reliability.

Research Analyst

ESGAUGE – Intangibles AI, Delhi | Jan 2021 – Mar 2022

- Supported senior analysts by compiling data, generating reports, and providing actionable insights to improve product and project outcomes.
- Reviewed product specifications and test results to gather important data for improving features and making decisions.

Technical Support Executive

GenX Web Hosting Pvt. Ltd., Lucknow | Sep 2019 – Dec 2020

- Provided technical support to clients, resolving issues related to web hosting and server performance, which enhanced troubleshooting skills for identifying and addressing software issues.
- Assisted clients with troubleshooting, ensuring fast resolution of technical problems, developing a strong foundation for efficient bug reporting, and issue tracking.

Educational Qualifications

Master of Computer Applications (MCA)

LBS Institute of Management & Development Studies, Lucknow | 2019 | 83%

Bachelor of Computer Applications (BCA)

LBS Girls College of Management, Lucknow | 2017 | 63.3%

Projects Details

CEO Pay Ratio Tracker – QA Ownership

- Collaborated with the product and development team to test a tool that analyses CEO pay trends for Russell 3000 and S&P 500 companies over 5 years.
- Validated statistical outputs such as 10th percentile, 25th percentile, median, mean, 75th percentile, and 90th percentile across large data sets.
- Created and executed test cases to ensure data accuracy, usability, and proper filtering.
- Reported bugs, validated fixes, and ensured seamless user experience before release.
- Helped deliver a high-quality product that improved client satisfaction and trust in the platform.

Executive Compensation Screening Tool – QA & Product Collaboration

- Participated in requirement gathering and designed the structure of a dynamic screening tool for executive compensation data.
- Collaborated with cross-functional data teams to validate datasets and build insights based on compensation components, executive bios, and key performance metrics.
- Designed test scenarios to verify filter functionality across multiple modules and criteria.
- Performed data validation and UI testing to ensure the accuracy and usability of filter options.
- Identified and reported functional issues during development, contributing to a more stable and user-friendly tool.
- Helped improve client experience by ensuring the tool delivered fast, relevant, and accurate insights.

Executive Compensation Dashboard – End-to-End QA & Report Validation

- Involved in end-to-end development and quality testing of executive compensation dashboards for a key client, The Conference Board.
- Gathered requirements from internal data teams and worked closely with the client to define and finalize dashboard designs.
- Tested web and Excel-based reports covering data from 2011 to 2025 across multiple modules, including compensation, incentives, equity, and ESG metrics.
- Validated statistical insights and ensured the accuracy of charts, filters, and dynamic views across modules.
- Reviewed functionality, usability, and data alignment between visual dashboards and backend datasets.
- Contributed to a high-quality deliverable that enhanced client reporting capabilities and improved user satisfaction.

Internal Production Tool Enhancements – Usability & QA Support

- Supported the enhancement of internal tools to improve usability and performance for production teams.
- Participated in testing new features, identifying UI issues, and verifying bug fixes.
- Conducted user feedback-based testing, which helped improve tool efficiency by 30%.

Download Reports Enhancement – QA Ownership

- Led manual testing for enhanced file export features across various modules.
- Verified file accuracy, formatting consistency, and data completeness in exported reports (PDF, Excel).
- Created and executed test cases to cover multiple user scenarios and edge cases.
- Worked with developers to resolve export issues and ensured smooth functionality before release.
- Helped improve user experience by ensuring high-quality downloadable outputs.

Certifications

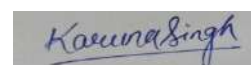
- **Manual Testing Crash Course for Software Testers:** Udemy
- **Microsoft Excel Using AI Workshop:** Office Master

Strengths

- **Ownership & Adaptability:** Comfortable taking charge of projects and adapting quickly to new tools, teams, and evolving requirements.
- **Clear Communication & QA Mindset:** Skilled at translating business needs into test cases, sharing feedback effectively, and spotting issues early to avoid downstream bugs.

Languages

- English (Fluent)
- Hindi (Fluent)



Signature