

Асель Нурматова

Scrum Master, Project & Product Manager, QA Manager

[linkedin.com/in/asel-nurmat...](https://www.linkedin.com/in/asel-nurmatova/)

Местоположение

Проживание: Кыргызстан, Бишкек

Готовность к работе: готов к переезду и удаленной работе

Возраст и стаж

Стаж: 8 лет и 9 месяцев

Возраст: 29 лет

Контактная информация

Мой круг: <https://moikrug.ru/nurmatova-asel>



Профессиональные навыки

Управление проектами • Scrum • Jira • Agile • Проектное планирование • Построение команды • Презентации • Ведение переговоров • Поддержка клиентов • Информационные технологии

Опыт работы

Март 2018 –
Сентябрь 2018
(7 месяцев)

Center of Business and Innovations

Head of Project Management Department

Кыргызстан, Бишкек

Обязанности и достижения

- Supervision of project management department (3 members), control over the working process of software developers (5 members), organization of stand up meetings with working teams, monitoring and analysis of timely realization of the tasks, project reports, meetings with clients and negotiation with their requirements and changes, writing protocols of the meetings, making presentations, creating regulations and rules for employees, writing PlanFix manual for developers and project managers, weekly updates of company's website with news and information content, searching for potential clients and tenders

Применяемые навыки

Управление проектами, Проектное планирование, Продвижение проектов, Презентации, Управление людьми, Ведение переговоров, Scrum, Управление бизнес-процессами, Разработка ТЗ, Поддержка клиентов

Январь 2017 –
Март 2018
(1 год и 3 месяца)

IT company "Spalmalo"

QA - Manager & Scrum Master

Кыргызстан, Бишкек

Обязанности и достижения

- Development of a quality control department, compiling a competency matrix and job description, monitoring the QA

engineers' working process, preparing test cases and test scenarios, identifying bugs in mobile applications, adding bugs to the tracking systems, creating tickets for developers, evaluating and classifying priorities of bugs, implementing statistics and analysis to improve the quality of software product. The implementation of the scrum methodology in projects, sprint planning, the distribution of sprint tasks among developers, the conduct of introspectives & retrospectives, participation in daily scrum meetings, the analysis and statistics of passed sprints, negotiations with customers and discussion of their requirements (technical tasks, requirements and specifications)

- Managing QA departments (5 members)
- Also I translated corporate website into English version <http://www.spalmalo.com/en/>
- Gave free classes of English language for developers
- Done a presentation for team members about "Scrum" methodology
- Implemented "Scrum" methodology into complex international project
- Conducted several interviews for candidates in QA department

Применяемые навыки

Управление людьми, Scrum, Ведение переговоров, Построение команды, Jira, Планирование, Управление проектами, Поддержка клиентов, Развитие бизнеса, Презентации

Апрель 2016 –
Январь 2017
(10 месяцев)

Velox Software

QA - Manager & Scrum Master

Кыргызстан, Бишкек

Обязанности и достижения

- Supervision of the working process of developers, distributing sprint tasks among the teams, organization of sprint planning meeting, organization of daily scrum stand-ups, negotiations with customers and determining their product expectations and requirements, testing of new program/application functions, compiling a test cases for testing, comparing all functions with specifications, writing test scripts, manual testing, testing in various environments, including the web and mobile devices; writing bug reports in the bug tracking systems, monitoring tasks on JIRA
- Prepared presentation of the product for release
- Helped developers to conduct their speech and presentation
- Translated questions and answers from Russian to English/ English to Russian
- Conducted daily scrum meetings with international stakeholders via Skype (5 English speaking partners from USA & 7 local Russian speaking developers)
- Daily scrum reports to director
- Daily testing mobile applications
- Creating scenarios and test cases for products

Применяемые навыки

Управление проектами, Scrum, Ведение переговоров, Jira, Поддержка клиентов, Презентации, Стратегическое планирование, Развитие бизнеса, Стратегическое управление, Мониторинг и анализ рынка

Сентябрь 2012 –
Апрель 2016
(3 года и 8 месяцев)

TTI International Consulting

Manager for International Student Programs Abroad (Work & Travel, Internship & Trainee)

Кыргызстан, Бишкек

Обязанности и достижения

- Preparation of documents, determination of students' level of knowledge of English, preparation for interviews in the US Embassy
- Consultation and visa support, negotiation an agreement between sponsors and employers from the United States
- Searching for appropriate job offers for students for their summer holidays

Применяемые навыки

Управление людьми, Развитие бизнеса, Ведение переговоров, Управление компанией, Презентации, Управление бизнес-процессами, Поддержка клиентов, Бюджетирование проектов, Управление рисками, Управление проектами

Январь 2010 –
Сентябрь 2012
(2 года и 9 месяцев)

3D View Studio

Project Manager (Part-Time)

Кыргызстан, Бишкек

Обязанности и достижения

It was a part time job during my studies in American University of Central Asia. I started to work in Bishkek local company 3D View Studio, which was consisted of freelancers: architects & interior/exterior designers, animators and IT developers.

I was a produc & projects manager, and my main responsibilities were:

- Searching for potential foreign customers through the Internet
- Offering services of the company to the clients
- Defining customer requirements
- Drafting contracts between customers and designers
- Determining the deadlines for the work of freelancers
- Negotiate between freelancers and clients about project duration and time period

Высшее образование

Сентябрь 2008 –
Июнь 2012

Американский университет в Центральной Азии

Социологии

Кыргызстан, Бишкек

Специализация и достижения

During my studies in America University of Central Asia, I have been participating in different volunteer programs, and worked in a different departments in order to get academical and working experience.

In the list below you can find, where I have been working

Internship/Trainee & Volunteering: Inter-News Kyrgyzstan

Conducting interviews, data collection, coding, processing and analysis of data in SPSS, writing the reports and making presentations

Rich Research LLC

Preparation of questionnaire for interviews, in-depth interviewing, data collection and analysis, statistical comparison. Subject of sociological research: "The level of awareness of the population (taxpayers) on a single tax return"

Academy of Science of Kyrgyzstan

Data collection and analysis of information, preparation of questionnaires, conducting interviews, data processing, preparation of the reports. The topic of sociological research: "Place and role of women in political parties of the Kyrgyz Republic"

Career Center (American University of Central Asia)

Preparation of documents, meeting new visitors, carrying out of presentations and conferences, acceptance of calls, planning of schedule for students

Admission Office (American University of Central Asia)

Consultation of upcoming applicants about entrance examinations and academic requirements, preparation of students for TOEFL test, document verification, maintenance of order during the entrance exams

World of Souvenirs and Advertisement (American University of Central Asia)

Volunteer work for the affected residents of Japan in the tsunami and earthquakes in Tohoku, the sale of souvenirs and T-shirts, the profit of which was donated to the injured people

Research Center (American University of Central Asia)

Assisting the teachers during the presentations, conferences and research. Also I wrote different academic articles for the projects, and one of the greatest article that I have wrote was my senior thesis for my graduation. It was concentrated on the rights of representatives of the LGBT community in Bishkek, and included quantitative and qualitative research, interviews with LGBT members, communities and NGO's of Kyrgyz Republic

О себе

Имея более 5 лет опыта в управлении проектами, мой опыт в сочетании с моими навыками общения, многозадачности и лидерства помогает мне прогрессировать в области управления проектами и продуктами. Мне нравится вести команды и проекты к успеху, выстраивать отношения с заинтересованными сторонами и командами, искать возможности улучшения продуктов для достижения наилучших возможных результатов!

«Мой Круг» – вакансии для IT-специалистов