

Madiha Gurchani

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SUMMARY

Computer Science graduate seeking an Associate QA Engineer role to apply my understanding of software testing and strong attention to detail. Eager to contribute to high-quality product delivery and grow in the QA domain through hands-on experience, collaboration, and continual learning.

EXPERIENCE

- May 2025 - Present
- XGRID.CO / PLUG AND PLAY TECH CENTER, 440 N WOLFE RD, SUNNYVALE, CA 94085*
- Human Resources Intern (Recruitment, Engagement, Automation, Employee Support)**
- Automated HR workflows using Google Apps Script, including a 90-day onboarding email and review reminder tracker, improving task consistency and efficiency.
 - Developed scripts to automatically add employee birthdays and work anniversaries to Google Calendar, enhancing employee recognition and engagement.
 - Supported end-to-end recruitment efforts, including posting jobs, screening resumes, coordinating interviews, and addressing hiring bottlenecks.
 - Planned and executed employee engagement initiatives, such as a "Girls' Day Out" event, contributing to a positive workplace culture.
 - Acted as a point of contact for employee queries, ensuring timely responses and improving internal communication.
 - Created presentations and reports to support HR strategy, including engagement data and recruitment status updates for leadership.
- March 2025 – March 2025
- FUTURE WORLD SCHOOL SYSTEMS – PRINTING DIVISION / GULBERG GREENS, ISLAMABAD*
- Mathematics Teacher**
- Taught core mathematics to students using Cambridge methodologies to build strong conceptual foundations.
 - Conducted Math preparation sessions, focusing on strategy, time management, and analytical thinking to boost student performance.
 - Designed and graded class assessments, quizzes, and assignments to track student progress and identify learning gaps.
 - Integrated digital tools and visual aids to create interactive lessons, increasing student engagement and retention.
 - Provided individualized academic support and mentoring, resulting in improved confidence and exam scores among students.
 - Collaborated with faculty to align curriculum objectives and participated in school-wide academic planning initiatives.
- 2016 –Present
- SAT MATH / NEW YORK, USA*
- Remote SAT Math Tutor**
- Provided individualized SAT Math tutoring to high school students, focusing on key topics such as algebra, problem solving, data analysis, and advanced math.
 - Helped students improve accuracy and pacing through strategic test-taking techniques and time-saving methods.
 - Created customized lesson plans and practice sets based on each student's diagnostic scores and progress.

- Tracked performance through mock exams and tailored feedback, resulting in measurable score improvements.
- Used digital platforms (e.g., Google Meet, Zoom, Google Sheets) to conduct interactive sessions and monitor progress.
- Adapted teaching style to match student learning needs, boosting confidence and fostering independent problem-solving skills.

EDUCATION

December 2021- **Bachelor of Science in Computer Science**
2025 *VIRTUAL UNIVERSITY OF PAKISTAN / ONLINE*

- Major: Computer Science
- GPA: 4.00/4.00

September 2018- **Bachelor of Science in Computer Science and Mathematics**
September 2019 *ECOLE POLYTECHNIQUE / PARIS, FRANCE*

- Major: Computer Science and Mathematics

Project

AutoEase: Online Car showroom System- Developed a full-stack web application for buying and delivering cars in Pakistan

- Tech Stack: Laravel, MySQL, Bootstrap, JavaScript
- Built and tested key user flows including registration, car filtering, and checkout
- Wrote and executed manual test cases for login and form validation
- Used browser dev tools to identify bugs in page layout and functionality
- Practiced writing bug reports and documenting test scenarios

SKILLS

- Programming Languages: C/C++, MySQL, Bootstrap, Laravel, HTML, JavaScript(basic), CSS, Somewhat rusty knowledge of Visual Basic
- Testing Concepts: SDLC, STLC, Test Case Writing
- Relevant Courses: Programming Fundamentals, OOP, Data Structures, Software Quality Engineering, DBMS, Computer Networks, Web Development, Operating Systems, Discrete Mathematics

Certifications

- 2019 CS50 Harvard University
- 2019 Introduction to HTML University of Michigan
- 2020 Introduction to Data Science IBM

Professional References

- Employee Reference Syed Jawad Alam, Senior HR Specialist, Xgrid.co
- Employee Reference Joss Memmi, SAT Tutor, USA