



## **SHEBINA S**

Ajman, UAE

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### **CAREER OBJECTIVES**

*A skilled SAP MM/HR Consultant with considerable experience of working on full lifecycle project implementations as well as supporting upgrades and integration projects. Also able to use initiative to develop effective solutions to problems with and having an active and dynamic approach to work and getting things done efficiently.*

### **SUMMARY**

- An associate SAP Consultant with experience in configuration including analysis and resolution of issues reported by customers interaction and support for SAP MM & SAP HR area based on a new requirement.*
- Worked as a trainer consultant.*
- Develop and provide end-user training.*
- Telesales experience in uae*

### **SKILLSET**

- Has extensive experience in configuring pricing procedure, MM Organization structure, Release Strategy for purchasing order and Split valuation for materials.*
- Configuration of Master Records such as Material, Vendor, Purchase Info record*
- In depth understanding of SAP HR data processes and reporting .*
- End to End Procure-to-pay.*
- Configuration of document types and number ranges for PR, PO's.*

- *Configuration of Release Strategy for purchasing documents like PR & PO.*
- *Experience on business scenarios like Consignment, Stock transfer and Stock Transport Order.*
- *Experience on Outline agreement and Service procurement process.*
- *Split valuation configuration done for materials.*
- *Configure the pricing procedure.*
- *Involved in End-to-End full cycle procurement support.*
- *Good knowledge of purchasing practices and standard purchasing systems*
- *Knowledge on the physical inventory process.*
- *Automatic Account determination.*

## ***WORK EXPERIENCE***

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*Cokonet Technologies (Kerala)-deputed at  
Trivandrum 2018 -JAN —2019*

*AUG -*

*Worked as a SAP MM Consultant at Cokonet Technologies, one of the leading India based IT services provider that provides business consulting, technology, engineering and training services*

*to help clients across the world build*

*tomorrow's enterprise. **Project***

### ***Description:***

***Client: Trakken consulting,***

***Role: Associate SAP MM***

***Consultant project type: Support***

*Trakken GMPH had been outsourcing SAP support work of its customer to Cokonet Technologies. The work usually involves support issues related to SAP MM, FICO, SD, PS and ABAP. Trakken liaisons between Cokonet and the end customer. The work is posted on the Support Portal which is used for end-end tracking the issues*

## **Roles and Responsibilities**

- *As a team member, involved in handling client Requirements.*
- *Involved in End-to-End full cycle procurement support.*
- *Set up the organization structure for MM module - Plants, Storage Locations, Purchasing Organization and Purchasing group.*
- *Defining number ranges for various documents like Vendor Master, Material Master, Purchase order and Purchase requisition.*
- *Configured new material types as per requirements of client.*
- *Configured Access Sequences, Condition types, Pricing Schemas.*
- *Configured Split Valuation for materials.*
- *Worked on Release strategy for Purchasing Order.*
- *Suppress bank details of a vendor as per client requirement.*
- *Allocate negative stocks at plant level.*
- *Prepared End-user, user training manuals.*

## **KEY SKILLS AND COMPETENCIES**

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- *Good knowledge of Microsoft Office Software including Word, Excel & PowerPoint.*
- *Able to communicate and present confidently, clearly and expressively.*
- *Ability to influence the behaviors of others to achieve goals and get things done.*
- *Excellent administration skills.*
- *Ability to work in a multicultural environment.*

## **ACADEMIC PROFILE**

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*Bachelor of Science from University of Kerala, Kerala, India. Specialized in Home Science(2015 —2018).*

*Undergone Certification course of SAP MM & SAP HR from Cokonet technologies Pvt. Ltd, Kerala, India (May 2018 — July 2018)*

## **PROJECTS HANDLED**

- *Mini project on “Organizational Study” at Cloud Corner Solutions Pvt Ltd, Kochi, Kerala as*  
  
*a part of academic curriculum.*

**PERSONAL INFORMATION**

Age	23
<b>Nationality</b>	Indian
Marital Status	Married
Visa status	Husband visa
Passport No	P5146314
Languages Known	English (Read, Write, Speak), Malayalam (Read, Write, Speak), Hindi (Read & Write), Arabic (Read & Write)

**DECLARATION**

*I hereby declare that all the details furnished above are true to the best of my knowledge*

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