



# Trixy Kaye Po

## SAP Consultant

To find a competitive and challenging environment where I can help your organization grow and establish an enjoyable career for myself which will allow me to cultivate myself personally and professionally.

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## WORK EXPERIENCE

### SAP Consultant

NGA Human Resources

06/2017 – 10/2018

Manila, Philippines

- Worked as a Service Engineer for specific accounts like Technip, Samsung, Mondelez and more.
- Configured business workflow, create wage types, work schedule and process client requests thru ticketing tool - Service Now.
- Became a Data Migration Resource for projects like Vertiv and HSBC.

### Oracle Functional, Intern

Zalora

11/2016 – 05/2017

Manila, Philippines

- Member of Human Resources Information Systems Department that supports Zalora Southeast Asia.
- Raises issues that's being encountered in the system to Oracle Support.
- Resolves functional problems on the interface & resets password for all Zalora Employees.
- Created user manual guide for HR Admin, Manager and Employee roles.

### Wedding Coordinator

New Beginnings

04/2018 – 10/2018

Manila, Philippines

- Part time wedding coordinator that manages the flow of program, contacts and updates the suppliers, welcomes the guests and assign them to their designated tables.
- Arranges the final outcome of the dream wedding of the couple.

### Customer Service Representative

Teletech

04/2014 – 06/2014

Manila, Philippines

- During summer, I applied on a call center company that supports AT&T USA.
- Attends to customers' queries, entertain their needs and resolves issues via call.

### Store Manager

Mister Donut

10/2013 – 08/2014

Manila, Philippines

- I managed three stores as a family business and franchisee.
- Makes sure that stores are all clean and well ventilated.
- Checks the inventory, order for supply, collects the profits and hire store crew.

## EDUCATION

### Bachelor of Science in Information Technology

STI College

2013 – 2017

Manila, Philippines

## SKILLS

MS Office

Document Management

MySQL

Human Capital Management

Interface

Configuration

Workflow

ABAP

SAP PA OM

Data Migration

HRA Tool

SAP Standard Reports

Communication

Problem Solving

Flexible

Responsible

Teamwork

Creative Thinking

Decision Making

Ability to Work Under Pressure

Planning

## TRAININGS

SAP HCM - Personnel Administration & Organizational Management

Data Migration - LSMW

ABAP Foundations

ABAP Object Oriented Programming & Debugging

## ACHIEVEMENTS

Outstanding Learner, 2018

Northgate Arinso HR, Philippines

Newcomer of the Year, 2018

Northgate Arinso HR, Philippines

Top Performer 2017

Northgate Arinso HR, Philippines

Dean's Lister, 2013

STI College, Philippines

## LANGUAGES

English



Filipino



## INTERESTS

Travel

Movies

Sports

Music