**Manju**



[Manju-393254@2freemail.com](mailto:Manju-393254@2freemail.com)

# OBJECTIVE

To obtain a challenging and responsible position in an organization, where I can contribute for the successful growth of an organization by using my abilities and knowledge.

# EDUCATION QUALIFICATIONS

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| --- | --- | --- | --- |
| **Exam /Degree** | **Year of**  **Passing** | **College/School** | **University / Board** |
| **B.sc Computer Science** | 2014 | K.C.S KasiNadar College of Arts &  Science – Chennai – Tamilnadu - India | Madras  University |
| **12th Board** | 2011 | Our ladysHr Sec School –  Chennai – Tamilnadu - India | State Board |
| **10th Board** | 2009 | Government Higher Sec School – Chennai – Tamilnadu - India | State Board |

# EXPERIENCE

* Worked as a **Senior Processor Executive** in - Chennai – India during Dec’ 2014 – Sep’ 2017.
* Worked as **SAP Associate** in Chennai – India Jun’ 2018 – Oct’ 2018.

**Training**

* Undergone **SAP MM & SD Module** Training at Troy Infotech, Chennai – India

# TECHINCAL SKILLS

* SAP R3 Version (7.0) Tool
* SAP Business One – 9.2 PL 08 to 9.3 PL 03
* SQL – 2012, 2014 & 2016
* MS Office
* Data Conversion Tool – DTW & LSMW
* Basics in Financial back End postings
* Knowledge in Multi Media Editing

# SKILL SETS

* Conceptual knowledge in Sales Enquiry, Sales Quotation, Sales Order, Delivery, AR Invoices, Payments
* Conceptual knowledge in Purchase Requisition, Purchase Quotation, Purchase Order, Goods Receipt, AP Invoices, Payments
* Conceptual knowledge in Inventory Management
* Data Conversion using LSMW& DTW
* Basic Knowledge in System Software & Hardware

# STRENGTH

* Hard working and goal oriented
* Ability to work as a Team
* Positive thinking
* Quick adjustment to new environment
* Committed to work in project deadlines and schedules.

# CO-CURRICULAR ACTIVITIES

* Participated in Throw ball
* Painting

# PERSONAL DETAILS

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|  |  |  |
| Nationality | : | Indian |
| Gender | : | Female |
| Date of Birth | : | 12th July 1994 |
| Status` | : | Married |
| Hobbies | : | Listening to Music. |
| Languages Known | : | English, Tamil, Telugu |
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# DECLARATION

I hereby declare that all the information and facts given above are true to best of my knowledge and belief.

Date: Your’s Faithfully

**(Manjul)**