

Xxxxx XXXXXXX

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Professional Profile

A highly motivated and genuinely flexible Economics Masters graduate possessing three years of professional experience in the configuration and use of SAP ERP and Project systems within finance and IT environments. Adept in the use of modules including GL, HR and Project System, creating and administering work-flows for company projects and providing comprehensive management information through design and development of timely and accurate reports. I combine technical system knowledge with efficient working methods and the interpersonal skills required to build effective relationships with clients and co-workers alike. Exceeding typical expectations in any role undertaken, I am certain to become a valuable asset within any organisation that I join.

Key Skills

- 3 years of previous experience in the configuration and use of SAP and SAP Project systems.
- Exposure to SAP implementations within the finance and IT sectors.
- SAP FICO Modules (General Ledger, HR Personnel Administration, Project Systems).
- Creation of new projects, including work schedules and financial tracking mechanisms.
- Design and development of comprehensive and summarised management information reports.
- Client interaction, including requirements gathering, account management and sales.
- Ability to learn new organisational processes, work-flows, policies and procedures with minimal time.
- Seamless integration into any team, communicating effectively with technical and non-technical staff.
- Professional attitude, positive mindset and focus on long-term career development in the SAP field.

Career History

July XXXX – XXXX: Temporary Positions (Agency)

Fulfilling a series short-term positions as a SAP and SAP Project Operator working within the finance sector.

- Created new projects including work breakdown structures, project plans and costings.
- Created general ledgers, network activities and network flows, produced regular activity reports.
- Created settlement rules, finalised settlements and produced balanced sheets, profit & loss statements, cash-flow statements and account reports and charts.
- Maintained account balances for consolidated financial reporting.
- Raised purchase orders and settled outstanding accounts.
- Ensured office procedures and systems operated efficiently, maintaining electronic & hard-copy filing systems.
- Scheduled and delegated administrative tasks, coordinating meetings and preparing agendas.
- Handled requests for information and data, circulating documents via post and e-mail.

XXXX – XXXX: SAP FI-GL System Associate

XXXXXXXX XXXXXXX XXXXXXX

XXXX acts as a wealth manager for high net-worth clients. I was responsible for utilising SAP FICO (FI-GL) and SAP Project to manage various projects and activities and provide accurate and regular reporting.

- Created and managed project flows, creating activities for various projects, validating projects and producing regular project and activity reports for management.
- Created and maintained general ledgers, producing balance sheets, profit and loss reports, cash-flow statements, account statements and various illustrative charts.

Achievements

- Identified billing errors in vendor overpayments and implemented tracking mechanisms to prevent future references.

XXXX – XXXX: Operations Associate (Contact/Temp)

XXXXXXXX XXXXXXX Ltd, XXXXXXXXXXXXX, London

XXXXXXXX provide comprehensive range of IT service to corporate clients across all major industry sectors. My role entailed utilising SAP Project System to create and track new projects and activities in response to new customer on-boarding, as well as SAP for managing internal change and book-keeping.

- Managed the cost of capital asset acquisitions and settlement rules, processing settlements.
- Performed project and activity cost-analysis, designing and preparing comprehensive MI reports.
- Managed cash-flows, performed bank transfers and managed petty cash.
- Administrative assistance, arranging meetings and visiting customer premises along with technical staff to provide support when on-boarding new clients, taking minutes during meetings and contributing to business development though representing the company professionally and providing non-technical information.
- Resource management: controlling work schedules for technical staff, coordinating site visits and prioritising customer support enquiries to ensure resource is despatched effectively and client SLAs are met.

XXXX – XXXX: Customer Services Associate

XXXXX XXXX XXXXXXXXXXXXX

A company providing cost-effective secure data management services to businesses in all major industries as well as the public sector, with key clients including various county councils. Within my role, I was responsible for supporting existing customers through effective account management, as well as assisting with business development through on-boarding new clients.

- Explaining the company's services to potential clients, ascertaining their individual data management needs and presenting offerings along with projected savings and environmental impact reduction.
- Managed and negotiated with data-backup media suppliers to procure maximum savings.
- Acting as Account Manager to key clients (primarily XXXXX Council), managing relationships with customers to retain contracts and gain client referrals.

Achievements

- Successfully on-boarded and managed a major account, XXXXXX Council, which doubled company revenue.

Previous Positions

- XXXX – XXXX: Finance Assistant: XXXX XXXX, London
- XXXX – XXXX: Corporate Services Assistant: XXXXX Ltd, London
- XXXX – XXXX: Home-maker
- XXXX – XXXX: Assistant Economist: XXXXXX Consultants, XXXXX
- XXXX – XXXX: Trainee Accountant: XXXXX XXXXXX, XXXXX

Professional Qualifications

- XXXX: SAP FICO Modules (General Ledger, HR, Personal Administration, Project Systems)
- XXXX: Completed XXX (XXXXXX of XXXXX XXXXXXX)
- XXXX: ECDL (European Computer Driving Licence)

Formal Education

- XXXX: Masters in Economics (MA), XXXX State University, XXXXX

References Available On Request