

## CURRICULUM VITAE

**SULEKHA KUMARI**

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### **SUMMARY**

- Oracle Apps Functional Consultant with 6+ Years of extensive domain knowledge in **SCM and Finance Modules** – Oracle Order Management, Inventory, Quality, iStore, Purchasing, AP, AR, GL and Expense Claims.
- Worked on Cloud ERP Application – NetSuite for integration of Financial Modules – Payables, Receivables, Fixed Assets. Good knowledge on accounting.
- Extensive experience in Business Requirement gathering, Functional Analysis, Functional Design Document Creation, Test Plans, Test Scripts, User Acceptance Tests and Production Deployments.
- Experience of working in an Onshore-Offshore Team model and handling Team Management.
- Worked on Support Model for resolution of tickets raised by issues faced by Business Users on a day-to-day activity.
- Worked on PL/SQL – Procedures and Cursor creation for Oracle Concurrent Requests, CSV Reports.
- Flexible to adapt to client specific customizations and suggest relevant solutions as per the customized requirements.
- Dynamic team player who is consistently motivated toward success and achieving deadlines with an ability to work independently.
- Experience in interacting with Clients / Business Users to understand Business Logics / Rules. A quick learner who can swiftly adapt to new challenges.
- Actively involved in participation of weekly status meetings/calls with Team Mates and Onshore Leads. Worked for Australia Telecom Client.

## EXPERIENCE

**Company Name: Accenture Services Pvt. Ltd.** (December'2013 – July'2017)

Profile: Application Development Analyst

**Company Name: American Express India Pvt Ltd.** (July'2017 - Present)

Profile: Financial Analysis Manager

## KEY SKILLS

**ERP: Oracle Ebusiness Enterprise Suite – R12 :**

Supply Chain Management:

- Order Management – Order Capture, Quotes, Pick-Pack, Shipping.
- iStore – Order Placement
- Inventory
- Quality
- Cost Management

Payables:

- iProcurement
- Payables (AP)
- iExpenses

General Oracle Apps EBS Skills:

- Good Knowledge of HTML Page Personalization and Form Personalization.
- Employee Setups
- System Profile Options
- New Function, Menu, Responsibility, Request Creation.

**Tools Used:**

- Oracle SQL Developer
- WinSCP
- Putty

**Programming Languages:** PL/SQL

**Scripting Languages:** JavaScript, PHP, HTML

**Microsoft Office Skills:**

- Good Excel Skills – developed Reconciliation Reports.
- Word – Prepared multiple Functional Design Documents and Test Documents.

**TESTING:** Manual Testing.

- Knowledge of Functional, Integration, System testing.
- Knowledge of Writing, Execution and Review of test case.

## PROJECTS UNDERTAKEN

### 1. Project in Accenture

#### 1.1 Project Title: Australian Telecom Client Support

**Domain** : Communications

**Oracle Apps Version** : R12

#### **Role and responsibilities:**

- Supported a custom module for Returns Management System developed on Oracle Quality immediately after the joining the Project as a Fresher.
- Suggested several Process Improvements, System Improvements to client and received very good appraisals from business for the quality support provided.
- Worked as an Oracle Apps – Functional Consultant for Order Management and Inventory Modules.
- Implementation of various functionalities in OM – ATP, BOM/BOQ. Client Specific Projects for upgradation of Pick, Pack and Ship Interface through XML file transfer with a third party integration.
- Worked on iStore module and have a good knowledge on the customer, catalogue, sections and products setups.
- Well versed with Form and HTML Page Personalization (Web Based) – worked on multiple personalization specific to client on Order Entry/Query form.
- Completed end-to-end deployment of several enhancements raised by Business to achieve functionalities in OM, Quality and Inventory Module.
- Pro-active monitoring of Interfaces for file transfers between EBS and third party for B2B.
- Developed Report logic specific to client requirement to capture relevant data to facilitate business tracking of Orders.
- Enhanced business processes based on enhancements suggested, and improved system by suggesting ideas to improve process.
- Worked on Supplier Setups for Invoicing, Email ID and Address related setups for AP Reports.

## **1.2 Project Title: US Communication Client Software Transformation for NetSuite**

**Domain** : Communications

**ERP Tool** : NetSuite

### **Role and responsibilities:**

- Supported business to transform from SAP legacy systems to cloud application NetSuite.
- Guided users on steps to perform accounting.
- Helped users to understand system flow for the upgraded system.
- Reviewed the accounting process for the upgraded system if it is in sync with legacy system processes.

## **1.3 Project Title: Supply Chain Management Support for Agro-chemical based US Firm**

**Domain** : Manufacturing

**Oracle Apps Version** : R12

### **Role and responsibilities:**

- Supported client on day-to-day activity for Supply Chain Management.
- Resolve business issues related to Purchase Order Placement, Order Approval Workflows, Approval Hierarchy, issues related to different types of Orders placed by users.
- Resolve issues in Transportation Management.
- Suggest, design and deploy enhancements to improve the system for smooth Order Management Process.

## **2. Project in American Express**

### **2.1 Project Title: ERP GL Support**

**Domain** : Finance

**Oracle Apps Version** : R12

### **Role and responsibilities:**

- Supporting GL related audit Queries.
- Generating Report Dashboards upon GL Data Analysis.
- Team Co-ordination for timely completion of Projects.
- Leading Team members to perform BAU activities timely and accurately.

## TRAINING INTERACTION

1. Web Portal Designing using Content Management System “Drupal” (In 2011)

Organisation Name: **NIT Rourkela**

2. Online Application Form Designing using PHP, JavaScript and MySQL (In 2012)

Organisation Name: **Giant Meterwave Radio Telescope, National Institute of Fundamental Research, TIFR.**

## ACHIEVEMENTS

1. **Ranked 38756<sup>th</sup> in AIEEE 2009**, the most prestigious exam in India
2. Awarded Apex Award –“ Extra Miler” in Accenture for Hard Work and Dedication towards work.
3. Awarded best new joiner at Project level.

## PERSONAL TRAITS

1. Good team player with excellent learning ability, interpersonal skills, positive attitude and self-motivation.
2. Ability to work in a challenging environment and possess positive attitude.

## EDUCATIONAL BACKGROUND

Education	Board/University	Year	%
MBA (IT)	Sam Higginbottom University of Agriculture Technology & Sciences	2018	77
B.Tech (ECE)	Guru Ghasidas Vishwavidyalaya, Bilaspur, C.G.	2013	93.5
XII	CBSE	2009	90
X	CBSE	2007	90

## PERSONAL DETAILS

NAME	SULEKHA KUMARI
FATHER'S NAME	OM PRAKASH SINGH
DATE OF BIRTH	09/06/1992
GENDER	FEMALE
MARITAL STATUS	MARRIED

I hereby declare that the above information is true to the best of my knowledge and belief.

**Sulekha Kumari**