+48 661328294

# EDUCATION



## Degree Title | Institute of Business and Management

2002- – 2007

ECONOMY, WORLD ECONOMY

**Degree Title | Academy of Postgraduate education**

2010- – 2011

ENGLISH

## Degree Title | Uniwersytet Warszawski

2021-2022

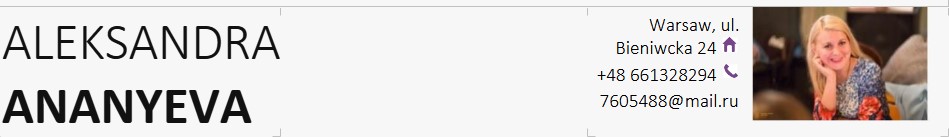
Master's degree, World economic relation

# EXPERIENCE



## Associate Consultant Sap | Infosys

04.2022-03.2023

* Problem-solving with an ability to collaborate
* Creating and improving internal SAP manuals, procedures and processes.
* Support implementation of the SAP ECC solution (Finance module, transport, document, deliver)  Testing, implementing, maintaining and supporting SAP S/4HANA application with other teams.
* Preparation of reports (headcount, employee figures, 4-eyes heck, backlog and etc.) in SAP and reporting tools  Communicate with Customer IT Team
* Configuration and administer E-doc compliance & derivation of tax date POL.
* Developed and implemented new ERP systems and upgraded existing ones depending on project needs.
* Trainings on Java(at start)Participation in cross-teams delivery. Java 8+, Spring framework, GIT and Maven,  Test Analysis;
* Test Reporting;

## Associate Consultant Sap | LTI - Larsen & Toubro Infotech

03.2021- 04.2022

* Post Go-live support
* Consecutive interpretations from Russian to English for
* Caller/consultant in Webex
* Translation (Russian/English) of manuals related to SAP FICO, SD, PP, WM, CRM Concur procedures
* Reparation of reports (headcount, employee figures, 4-eyes heck, backlog and etc.) in SAP and reporting tools
* Ticket handling system ServiceNow monitoring (Tier 1.5)
* Root issue investigation and escalation of SAP Concur /Concur Travelis an advantageIT requests
* System concept design knowledge (ability to design IT Application area (Concur Application))
* Screening of requests, checking if they line with internal procedures
* Managing activities including Finance and Management Accounting and Cloud Base Solutions
* Team performance (SLA) monitoring and reporting
* Providing upper management with the relevant reports and supporting in customer satisfaction

### Purchasing specialist in SAPI SHALU LTD

10.2018 – 12.2020

* Identification of the needs( Food and goods) of customers, on the basis of this purchase of goods in SAР system
* Adding new items. System concept design SAP GRC modules according to business needs or at least design support).  Preparation of reports (headcount, employee figures, 4-eyes check, backlog and etc.) reporting tools  Contact with managers/employees via email / phone w in Russian, English.
* Troubleshooting and fixing problems in SAP
* Accounting Business Processes and best practices
* Financial Supply Chain Management
* Support, сomplaint processing in configuring the system according to client needs  Preparation of certificates and letters of goods verification in Russian.
* Preparation of trainings for new employees

### Junior HARDWARE| Softlinebel LTI

10.2016– 10.2018

* Introduction of the nomenclature to the system Sap. Technical selection of computers, laptops,servers, copiers, printers. FMCG sector
* monitor incoming/outgoing deliveries
* Entering sales orders in SAP and other systems for new products if required, RMAs and ongoing services  Vendor Invoice Management
* Triage the purchases classifying them for tail management, sourcing or just approving them.
* Report any issues related to software and hardware malfunctions.
* Reconciling the accounts of the vendors and reporting activities if needed
* Reconciling supplier bank statements if needed
* Communication with suppliers to customers by phone and mail
* Consecutive interpretations from Russian to English.
* Caller/client’s consultation
* Translation (Russian/English) of manuals related to SAP

## SKILLS



* English C1  Russian Native
* Belarusian/Ukraine Native  Polish B1
* 1C  SAР(/SD/FICO/MM/WM/CRM)
* MS Office (Word, Excel, PowerPoint  Client-bankand Outlook)  Java
* CRM  ABAP
* SAP S/4HANA
* Driving license B

## MYSELF

Making abilities. Prepared to deliver first rate results .Hardworking, sociable, and purposeful. I know how to organize my day. I have a good sense of humor. I quickly learn and adapt. I’m a hard worker with the experience to get things done efficiently. I am a trouble shooter. My time management skills are excellent. I’m organized and efficient.

***\*I hereby grant consent for the processing of my personal data contained in this CV For the purposes of recruitment***