

# ALEKSANDRA ANANYEVA

Warsaw, ul.  
Bieniwicka 24 🏠  
+48 661328294 📞  
7605488@mail.ru



## 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 reportingtools
- Ticket handling systemServiceNow 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 incustomer 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 SAP 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, complaint 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
- Belarusian/Ukraine Native
- 1C
- MS Office (Word, Excel, PowerPoint and Outlook)
- CRM
- Russian Native
- Polish B1
- SAP(/SD/FICO/MM/WM/CRM)
- Client-bank
- Java
- 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*