



Contact

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Deira, Dubai, UAE

Technical Skills

- Microsoft Excel Advanced
- SAP Configuration and Implementation
- Data Entry and Analysis
- Atlassian Suite: Jira, Confluence
- Agile

Passport Details

Nationality: Indian

Date of Birth: 16/04/1998

Marital status: Married

Visa Status: Visit

CERTIFICATES

- SAP Global Certified Application Associate - SAP S/4HANA for Financial Accounting Associates (SAP S/4HANA 2021)
- The fundamentals of digital marketing
- Mastering Supply Chain and Logistics Management

Languages

- English
- Tamil

AARTHI R

Highly organized and detail-oriented professional with strong organizational skills. Ability to handle multiple projects simultaneously with a high degree of accuracy.

Work Experience

Administrator | Jan 2021-Apr 2022\Jun 2023-Apr 2024

Alagappa University - Karaikudi

- Collaborated with Head of department to resolve discrepancies and process updates related to employee benefits, deductions, and personal information changes.
- Managed SAP System Entries for genuine reporting certification processes, contributing to the integrity and reliability of system data
- Supported the University Purchase Section by configuring goods receipt processes, conducting data entry, and researching files and records. Prepared detailed reports and documentation as needed.
- Maintained Confidentiality while handling sensitive employee records and processing payments, demonstrating a high level of trust and integrity.
- Handled escalated student issues with empathy and patience, working closely with management to reach satisfactory resolutions.

SAP FICO Consultant | May 2022 to May 2023

Findroids Technologies pvt ltd

- Production Support and Issue Resolution: Supported seamless business operations by troubleshooting and resolving critical production issues promptly, minimizing downtime and ensuring continuity.
- Documentation and Testing: Documented functional designs and developed detailed test cases, contributing to the overall quality and success of various projects.
- Cross-Functional Collaboration: Collaborated effectively with cross-functional teams to successfully complete complex SAP projects within tight deadlines, demonstrating strong teamwork and project management skills.
- XML Creation and Validation: Created and validated XML files using the SWIFT portal, ensuring accuracy and compliance with industry standards.
- Bank Statement Processing: Generated and managed bank statements (CAMT, MT940 & BAI), streamlining financial reporting and reconciliation processes.
- Customer Inquiry and Complaint Resolution: Investigated and resolved customer inquiries and complaints efficiently through a ticketing system, enhancing customer satisfaction and loyalty.

Digital Garage Internship | Aug 2017-Sep Aug 2017

WBC Software lab

- Digital Marketing
- Search Engine Optimization
- Designed and presented social media campaign ideas
- Developed marketing content such as blogs, promotional materials, and advertisements for social media.

Educational Qualification

M.sc: Information technology, Alagappa university, Karaikudi.

B.sc: Information technology, Dr.Umayal Ramanathan College for women,Karaikudi.