

## Shanan D Costa

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Address : Dubai, UAE



Results-oriented SAP Fresher with a strong foundation in SAP module design and configuration. Proven ability to streamline systems, enhance data accuracy, and troubleshoot and resolve issues promptly. To work in a firm with a professional work driven environment where I can utilize and apply my knowledge, skills which would enable me as a fresh graduate to grow while fulfilling organizational goals.

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### Skills

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- A proactive, warm & hospitable personality with well-developed and effective verbal, listening and written communications skills
- Strong and quick acquiring of new technologies
- Computer skills including MS Office, Tally
- Knowledge of basic configuration tasks in SAP S4/HANA (MM Module), such as setting up organizational units, master data, and transactional data
- Strong problem-solving and analytical skills for troubleshooting and resolving basic SAP functionality issues
- Ability to work in a team and individual environment

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### SAP Technical Skills

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ERP Version : SAP R/3 ECC 6.0 and SAP S4 HANA 2021

SAP Functional Module : Material management (MM) and SAP S/4 HANA

Feb'2024 – June'2024

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- In depth SAP S4 HANA knowledge, backed with strong understanding of procurement processes
  - Configured MM organizational Elements: Company code, purchasing organization, plant and storage location.
  - Configuration of document type settings for different purchasing documents like PR, PO, RFQ, Contracts and Scheduling Agreements and assignment of number ranges
  - Creation of Master data Such as Material Master, Vendor Master, Purchase Info record, Source List
  - Customization of release procedure for purchasing documents, pricing procedure, Vendor Account Groups, and define no. range for vendor account groups
  - Strong understanding of inventory management processes including goods receipt, goods issue, stock transfer order, and physical inventory
  - Set up batch management for raw materials and finished goods, enhancing the traceability of products throughout the supply chain
  - Definition of Condition types, Access sequences, Calculation schema, Schema groups and Schema Determination for pricing purchase orders.
  - Led the implementation of a real time MRP dashboard, providing key stakeholders with instant insights into material requirements and production status.
  - Having integration knowledge of MM with SD, PP and FICO
  - Valuation and Account Assignment configuration including definition of Valuation Control, grouping of Valuation Areas, definition of Valuation Classes and Automatic G/L Account Assignment

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### Work Experience

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**Seventh Sense - Bangalore, India**  
**Front Desk Associate**

Aug'2023 – Jan '2024

- Greeting and welcoming visitors upon arrival. Answer all incoming calls and redirect them to the concerned person or keep messages
- Helping the visitors navigate through an office, and supplying them with refreshments as they wait for their turn to get served
- Keeping front desk tidy and presentable with all necessary material
- Maintaining and monitoring staff attendance record
- Monitor office supplies and place orders when necessary
- Book appointments over the phone / what's app and serve walk-ins clients based on slot availability. Maintain calendars for appointments booked, send follow up reminders
- Receive payment from customers and maintain payment received record on everyday basis
- Cold calling to get the initiate telephonic contact with existing and prospective clients in order to generate new leads

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### Academic Credentials / Certifications

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Bachelor of Commerce

2019 – 2022 Karnataka – India

Time Management from Infosys, India (Online)

Customer Service : Problem solving and troubleshooting, phone based (Linkedin)

SAP Accounts Payable Boot Camp, SAP Materials Management –Linkedin

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### About Me

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Nationality : Indian  
Date of Birth : 22.11.2001  
Languages Known : English, Hindi  
Visa Status : Visit Visa Transferrable  
Address : Deira - Dubai, UAE.

[www.linkedin.com/in/shanan-junioraccountant-officeassistant-admin-customerservice](https://www.linkedin.com/in/shanan-junioraccountant-officeassistant-admin-customerservice)

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### Interests

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Reading Books, Dancing, Tattoo designing, Hand Craft, Nail Art