

# Anju Shivdas

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SAP FICO END USER  
SAP S/4HANA



Kochi, Kerala

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## **CAREER OBJECTIVE**

Looking forward to be associated with an organisation where my skills and talent can be fully utilized and recognised concentrating simultaneously on the growth of both the organisational and personal fronts in SAP Implementation & support.

## **TECHNICAL SKILLS**

- ERP --SAP S 4HANA FICO
- Tally
- MS word, Excel, Power point
- IELTS Qualified

## **SOFT SKILLS**

- Communication skill
- Problem-solving skills
- Dedicated & quick learner
- Work independently

## **WORK HISTORY**

28 Sep2024 to 28-Oct-2024

INTERN

PRIMUS Techsystems, Kochi

### **Roles & Responsibilities-**

- FI Organisation Structure,
- Posting an invoice, collections,
- Purchase & sales order, Goods receipts
- General Ledger account creation, accounts payable, accounts receivable, Asset accounting, controlling

March2024- Till Date  
(Faculty)

RM EDUCATION SCHOOL OF LOGISTICS

### **Roles & Responsibilities**

- Teach Marketing and Business management

June 2023 -Sep 2023

FACT TOWNSHIP HIGH SCHOOL (Teacher)

### **Roles & Responsibilities**

- Taking classes regularly, conducting tests and indulging the pupils in other curriculum activities like project works, sports etc.

July -2022 -March2023

St. MARY'S UP SCHOOL(Teacher)

Roles & Responsibility

- Take classes regularly, encouraging children for their active involvement in co -curricular activities.

2010 to Mar- 2014

NALANDA ENGLISH MEDIUM SCHOOL  
(Accountant cum Teacher)

Roles & Responsibilities -

- Book keeping for daily transactions, Cash handling with system entries, Tallying the accounts month wise and teaching upper primary.

**CERTIFICATION**

- SAP FICO- End user
- PGDCA from CV Raman University

**EDUCATION QUALIFICATION**

- **Bachelor of Education** - 2015-2017- Pt. Ravi Shankar Shukla University Raipur (C.G.). Mansa college of Education, Bhilai (C.G)
- **Master of Commerce**-2009-2011- Pt. Ravi Shankar Shukla University Raipur (C.G.). St. Thomas College, Bhilai (C.G)
- **Bachelor of Commerce**-2006-2009 - Pt. Ravi Shankar Shukla University Raipur (C.G.). St. Thomas College, Bhilai (C.G)