**Curriculum Vitae**

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| A person with long hair wearing a white shirt  Description automatically generated | **Full name:** Nguyen Thi Huong  **Position:** SAP Consultant  **Date of birth:** 18/12/1998  **Address:** No.53, 259 Alley, Yen Hoa, Cau Giay, Ha Noi  **Email:** huongnguyen.k55@ftu.edu.vn  **Phone No:** 0964283046 |

**Experience Record:**

| **Period** | **Company** | **Reference information** | **Job Title** |
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| 05/2021 **–** Present | **NGS Consulting Joint Stock Company** | **Mrs. Pham Ngoc Tu - Director of Production Division NDU1**  Address: 4th floor, 6th Element, Nguyen Van Huyen Road, Tay Ho District, Ha Noi, Vietnam  Phone: (+84) 914 370 387  Email: [tupn@ngs.com.vn](mailto:tupn@ngs.com.vn) | SAP FICO Consultant |

**Specialize:**

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| **EDUCATION AND CERTIFICATE** |
| *Foreign Trade University - 2020*  Bachelor – International Business |

**Foreign Language:**

English – Good

**Proficiency:**

* Knowledge of SAP solutions and modules in sfields of FI-CO, FM, MM.
* Understanding of SAP system implementation methodology in particular and ERP system implementation methodology in general.
* Having skills to do related documents: Blueprint, Functional Specification, User Mannual,..
* Having basic understanding and experience in Business Process and configuration system, having analytical skill and logical mind. Be able to grasp the complex software system and learn quickly.
* Advanced using Microsoft Visio, Draw.io, Figma.
* Proficient in using SQL, Power BI
* General Accounting Certificate

| **EXPERIENCE IN PROJECT** | | |
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| **Start** | **Finish** | **Project Description** |
| **05/2021** | **Present** | **Project:** SAP ERP Support and Maintenance for NSRP Refinery  **Address:** 4th Floor, 6th Element, Nguyen Van Huyen, Tay Ho, Hanoi  **Position:** SAP Functional Consultant  **Project scope:** Support SAP ERP System and implement BI reporting system, including:  - FICO (Finance & Controlling)  - FM (Fund Management)  - BPC (Business Planning & Consolidation)  - EPM (Enterprise Performance Management)  - Power BI reports  **Responsibility:**   * Gather new requirements and carry out FIT/GAP analysis. * Design solution for GAPs and complete Mockup, and making flowcharts. * Carry out configuration and write Functional specifications for customized programs and reports. * Error handling during SDT and support users to UAT * Create User Guides and participate in training of System Administrators, end users. * Daily support |
| **02/2023** | **07/2023** | **Project:** PVN  **Address:** 18 Lang Ha, Dong Da, Hanoi  **Position:** Implement SAP ERP system for PVN  **Scope of the project**: Build Management Accounting reports.  **Resposibility:**   * Survey the business process of customers and receive requests from customers * Analyze FIT/GAP and build a set of solutions for analysis requirements * Develop business specification documents for Management Accounting reports according to customer's available templates * System configuration, test case documentation * Perform test on the system * Development of user manuals and training materials * Participate in system testing with users * Error handling during UAT, project golive |

**Epilogue:**

I want to work in a dynamic environment with diverse projects and products; have a clear career path and comfortable fellowship.