

# Seema Prakash N

📍 Bangalore, Karnataka    ✉ seemaprakash90@gmail.com    ☎ +91-9901852547    in linkedin/seema-prakash

## Profile Summary

---

Driven by curiosity, powered by process optimization — I am an operations professional with 12.5 years of experience, including 7.5 years of hands-on ERP expertise in Odoo and ERP Nxt. I specialize in master data management, procurement workflow optimization, user training, and UAT validation, ensuring seamless ERP adoption across departments.

I have supported ERP module configuration, functional documentation (BRD, SOP, user guides), and data migration initiatives, collaborating with IT teams, business stakeholders, and vendors to deliver process improvements. Recognized for streamlining operations and improving data accuracy, I am now seeking to leverage my ERP functional experience as an ERP Analyst, Functional Consultant, or Operations Analyst to drive system efficiency and business transformation.

## Education

---

**Srinivas Institute of Technology, Mangalore, India**

**2008 – 2012**

**Bachelor of Engineering (B.E.) – Computer Science and Engineering**

***Focus Areas:** Programming, Data Structures, Databases, Software Engineering*

## Key Skills & Expertise

---

- |                             |                               |                                 |
|-----------------------------|-------------------------------|---------------------------------|
| ○ ERP Workflow Mapping      | ○ Functional Documentation    | ○ Gap Analysis                  |
| ○ Master Data Management    | ○ Data Migration & Cleansing  | ○ Ticket Management             |
| ○ Procurement Coordination  | ○ Requirement Gathering       | ○ Reports & Dashboarding        |
| ○ Business Process Analysis | ○ Training & End-User Support | ○ Cross-Functional Coordination |
- **ERP Platforms:** Odoo, ERP Nxt, — experienced in master data management, procurement workflows, business process mapping, and UAT testing
  - **Reporting Tools:** Power BI, Microsoft Excel (Advanced) — skilled in creating reports, dashboards, and validating operational data
  - **Documentation:** SOPs, User Manuals, Training Materials, Test Cases — strong background in preparing functional documentation and end-user guides

## Work Experience

---

**Operations Executive** *AMIDC Automation Technologies Pvt Ltd, Bangalore, India*

*Jan 2019 – Present*

- Took ownership of **ERP operations** on Odoo and ERP Nxt, streamlining procurement workflows, vendor coordination, and master data management.
- Partnered with **engineering, inventory, and finance teams** to align processes and ensure smooth ERP adoption across the organization.
- Created clear **functional documentation**—SOPs, BRDs, and user guides—making it easier for teams to follow standardized processes.
- Trained and supported **end-users**, helping them become confident with ERP modules and reducing post-go-live issues.
- Played a key role in **User Acceptance Testing (UAT)**, writing test cases, validating requirements, and capturing user feedback for improvements.
- Worked closely with IT teams and vendors to support **data migration, module configuration, and functional changes**, ensuring business needs were met without disruption.
- Helped track and resolve **change requests and incidents**, improving ERP stability and user satisfaction.

**Training Coordinator** *Jed-i Technologies Pvt Ltd, Bangalore, India*

*Apr 2018 – Dec 2018*

- Organized **technical workshops** for engineering graduates, working with trainers and stakeholders to deliver practical, industry-ready sessions.
- Designed and managed **training schedules, materials, and reports**, helping programs stay on track and responsive to feedback.

**Training Coordinator** *Limberlink Technologies Pvt Ltd, Bangalore, India*

*Jan 2013 – Mar 2018*

- Coordinated **corporate training programs**, handling logistics, feedback collection, and progress tracking to meet department goals.
- Developed **user guides and technical documentation**, making training content clear and easy to follow.
- Maintained accurate records using **Excel and internal tools**, supporting audits and performance reviews.

## Projects

---

**Odoo Procurement Workflow Setup – AMIDC Automation Technologies**

*2020 – 2024*

- Mapped end-to-end **procurement workflows** and configured supplier data structures within **Odoo ERP**.
- Defined **user roles and access controls**, improving process transparency and reducing approval delays.
- Delivered **end-user training sessions** and created SOP documentation to standardize purchasing operations.
- Collected feedback from stakeholders to drive functional enhancements and improve ERP usability.

**ERP Nxt Master Data Transition – AMIDC Automation Technologies**

*2025*

- Supported **data migration** from legacy systems to **ERP Nxt**, ensuring accurate and complete master data.
- Validated migrated records for **material masters, BOMs, and supplier data** with cross-functional teams.
- Assisted in **UAT (User Acceptance Testing)**, preparing test cases and documenting functional issues for resolution.
- Coordinated with IT and business stakeholders to align ERP modules with operational requirements.

## Achievements & Certifications

---

- Played a key role in the successful transition from legacy systems to ERP Nxt by validating master data and supporting cross-functional UAT processes.
- Delivered multiple end-user training sessions on Odoo and ERP Nxt, resulting in improved system adoption and user confidence.
- Recognized by management for streamlining procurement workflows and improving vendor data accuracy.
- Designed comprehensive SOPs and functional documentation that were adopted as internal standards for ERP usage across departments.
- **SAP MM Certification** – Completed from a local training institute in Bangalore.
- **Hardware & Networking Certification** – Naza Academy, Bangalore.