

Seema Prakash N

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Profile Summary

Driven by curiosity, powered by process optimization — I am a results-oriented Operations Executive with over 12.5 years of experience, including 7.5 years specializing in ERP systems like Odoo and ERP Nxt. My expertise lies in streamlining workflows, coordinating procurement and vendor operations, and managing master data across departments. I have successfully led cross-functional initiatives, delivered user training, and supported UAT testing and data migration.

With a strong foundation in functional documentation, stakeholder engagement, and user support, I am now seeking to transition into a challenging role as a Functional Consultant, ERP Analyst, or Operations Analyst. I aim to bring strategic value to enterprise systems through process-driven thinking and a commitment to continuous improvement.

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
 - Master Data Management
 - Procurement Coordination
 - Business Process Analysis
 - UAT Testing & Validation
 - Functional Documentation
 - Data Migration & Cleansing
 - Requirement Gathering
 - Training & End-User Support
 - Gap Analysis
 - Ticket Management
 - Reports & Dashboarding
 - Cross-Functional Coordination
- **ERP Platforms:** Odoo, ERP Nxt, SAP MM (Trained) — 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

- Spearheaded ERP operations by managing procurement workflows, vendor coordination, and material master data within Odoo and ERP Nxt platforms.
- Led cross-functional collaboration between engineering, inventory, and finance teams to streamline business operations through ERP integration.
- Developed and maintained SOPs, user manuals, and process documentation to ensure consistency in ERP usage across departments.
- Conducted user training programs and provided post-deployment support to ensure successful adoption of ERP modules.
- Participated in UAT processes by preparing test cases, coordinating stakeholder testing, and validating business requirements.
- Liaised with IT teams and third-party vendors to support data migration and module customization based on functional requirements.

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

Apr 2018 - Dec 2018

- Organized and facilitated technical training workshops for engineering graduates, enhancing employability and domain readiness.

- Collaborated with trainers and client stakeholders to align training content with industry expectations and learner feedback.
- Developed training materials, schedules, and performance evaluation reports for continuous program improvement.

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

Jan 2013 – Mar 2018

- Coordinated and tracked corporate training sessions across departments, managing logistics, feedback, and progress reports.
- Created technical documentation, training guides, and post-training assessments for various in-house and client programs.
- Maintained training databases and improvement records using Excel and internal tools for audit readiness.

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.