Seema Prakash N

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# Profile Summary

Driven by curiosity, powered by process optimization — I am an operations professional with 12.5 years of experi- ence, 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 de- partments.

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. Rec- ognized 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
* Master Data Management
* Procurement Coordination
* Business Process Analysis
* 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, — 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 coordi- nation, and master data management.
  + Partnered with **engineering, inventory, and finance teams** to align processes and ensure smooth ERP adop- tion 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 re- sponsive 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 reso- lution.
  + 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.