

ERP ANALYST RESUME

Job Objective:

ERP Analyst position in a reputed firm.

Highlights of Qualifications:

- Extensive knowledge of SQL Database
- Sound knowledge of ERP rollout and Dynamics AX
- Proficient in Microsoft Office-Excel, Visio, Power Point, Word and Access
- Ability to work independently in a cross functional environment
- Excellent analytical and critical thinking skills

Professional Experience:

ERP Analyst

Verisign, Inc., Colorado Springs, CO

August 2005 – Present

Prepared Business Requirement Documents, detailing desired business processes and system functionality.

Prepared design documents detailing the desired implementation of systems and processes.

Presented new designs to IT staff to ensure they are properly implemented.

Assisted effectively in the preparation of test plans for ERP System.

Trained System users on the use of new systems and business processes.

Assisted efficiently in the preparation of user guides and training materials.

ERP Analyst

The Carrera Agency Inc, Colorado Springs, CO

May 2000 – July 2005

Identified process improvement opportunities that improved effectiveness and efficiency.

Was accountable for mapping business processes to ERP modules.

Performed functional analysis, requirements, definition, ERP module configuration and testing.

Conducted prototypes, developed functional specifications, data mapping and configuration.

Installed and tuned modifications, as well as archiving data.

Worked effectively on multiple projects as a project team member or as a team leader.

Education:

Bachelors Degree in Computer Science

University of California, Berkeley, CA

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