

INDRANI SAHU

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Seeking a job opportunity in the field of Computer Science & Engineering, targeting different styles of companies, I am trying to enhance my education and knowledge through participating in a group work environment that has space to allow continues self-motivation and development.



Skills

Hardworking, Concentration, Positive attitude, Keen to learn things and aggressive team.

SQL

C,C++

JAVA

Advance Java

Spreadsheet Management

Word Processing

Invoice Processing

Python

Microsoft Excel



Work History

2019-06 -
2024-03

SAP Operator

TATA Refractories Limited, Belpahar

- Increased efficiency in financial reporting by automating the generation of relevant reports using SAP's financial management functionalities.
- Reduced processing time for client orders by optimizing the use of SAP modules and features.
- Streamlined processes for increased efficiency by automating repetitive tasks using SAP scripting tools.
- Developed effective forecasting models using the module, enabling better planning for future business needs.

- Collaborated with cross-functional teams to develop best practices for utilizing the full potential of the SAP system across various departments.
- Enhanced collaboration between departments through effective utilization of the SAP system for information sharing.
- Optimized inventory management processes with systematic organization and maintenance of material master data in the database.
- Ensured data security within the SAP environment by implementing strict access controls and monitoring unauthorized activity closely.
- Contributed to successful project completion through diligent management of resources and deadlines using project planning features available in the SAP system.
- Streamlined procurement procedures, effectively managing vendor relationships and ensuring timely delivery of goods and services.
- Enhanced user experience within the SAP platform by creating intuitive user interfaces and streamlined navigation menus.
- Provided timely support to end-users, troubleshooting and resolving issues with their SAP systems.
- Improved SAP data accuracy by meticulously reviewing and correcting errors in system entries.
- Maintained up-to-date documentation of all changes made within the SAP environment, ensuring accurate records for future reference or audit purposes.
- Double checked accuracy of hard copy paperwork and rectified any issues.
- Compiled information and input into database.
- Sorted and processed incoming reports before putting data into processing software.
- Leveraged advanced Excel functions for data manipulation and analysis.
- Verified accuracy of data before transcribing.
- Assisted with development of data entry procedures to streamline data processing.
- Employed SQL to query databases and retrieve data.
- Monitored data entry processes and worked to improve efficiency and performance.
- Managed and organized documents for data entry tasks.
- Managed documents by organizing forms, making photocopies, filing records, preparing correspondence, and creating reports.
- Evaluated source documents to locate needed information.
- Developed and implemented data entry operations.
- Corrected data entry errors to prevent duplication or data degradation.
- Utilized techniques for increasing data entry speed.
- Scanned documents and saved in database to keep records of essential organizational information.
- Conducted audits of existing data entry processes.
- Used computer software to store and retrieve data.
- Analyzed current data records to provide detailed reports.
- Collaborated with other departments to enforce data accuracy and enhance productivity.



Education

2019-04

Bachelor of Technology: Computer Engineering

GITA Autonomous College - Bhubaneswar

- Percentage Grade: 7.64 (CGPA)
- University/Board: BPUT
- Honours [Semester]
- [7.64] GPA/CGPA
- [Web Development], [Odisha Power Generation Corporation LTD], Completed [2018]
- [SAP Ariba], [TATA Refractories Limited], Completed [2019]

2015-03

CBSE: Science Education

DAV Public School - Jharsuguda, India

- Percentage Grade: 63%
- University/Board: CBSE

2013-03

CBSE

DAV Public School - Jharsuguda, India

- Percentage Grade: 8.0 (CGPA)
- University/Board: CBSE



Job Profile

- Using SAP
- Daily Production Report
- Godown Details
- Packaging Details
- Manpower Handling



Summer training internship

- Online Hotel Booking System (Website), ODISHA POWER GENERATION CORPORATION LTD., IB Thermal Power Station, Banharpali, Jharsuguda, Odisha, 08/06/2018 to 07/07/2018, Windows, Google Chrome, Firefox, Internet Explorer, Java, Sql, Html, CSS, notepad++, NetBeans IDE 8.2, One of the most fundamental objectives of an online hotel booking system is to increase the global reach of a hotel website. Also, it saves a lot of time and effort for customers as they can conveniently book hotel rooms from their homes.
- SAP ARIBA, TRL Krosaki Refractories Limited, Belpahar, Jharsuguda, Odisha, 02/12/2019 to 01/02/2020, SAP Ariba is used for Online Auction. The major objective of the project is to provide, market-leading solutions for digitalizing and integrating all or part of the source-to-pay or order-to-cash process, delivered over the world's largest business network, to help you modernize and grow the business.



Language

English, Hindi, Odia



Training

- Attended seminar on IOT (Internet of Things) by Ubika Society and Emisha at GITA, Bhubaneswar.
- Presented a Seminar on "Augmented Reality" & "Mind Reading Computer"
- Took on the challenge of preparing an application of Web based Bus Ticket Reservation System.



Personal Details

Date of Birth: 1st Aug, 1997

Marital Status: Married

Gender: Female