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Curriculum vitae *(recommended structure)*
INFO: Examples are written in red!

Personal data

Born on/in:	DD.MM.YYYY in Musterstadt
Marital status:	single, married, divorced, ...
Nationality:	German, Turkish, ...

School education

YYYY – YYYY	School 1
YYYY – YYYY	Secondary school
	Degree: e.g.:
	General qualification for university entrance (state grade point average)

Education / University education

MM/YYYY – MM/YYYY	Activity. e.G.:
	Studies in business informatics.
	Graduation as Diplomaed Industrial Engineer at the ABC College in Munich.
	Final Grade: Good.

Professional experience and career

MM/YYYY – present	Company or group of companies, location
	Activities in brief
MM/YYYY – MM/YYYY	Company or group of companies, location
	XYZ Consulting GmbH, Hamburg
	Activities in brief
	Consultant. SAP BI/BO. Responsible for conception, customising and maintenance in the SAP components BI and BO.
	INFO: In backwards chronological order, the most recent first

Certifications & Titles

MM/YYYY – MM/YYYY	Certification with organisation, location
	INFO: List individually one below the other

Foreign language skills

Language	Knowledge (mother tongue, business fluent, basic knowledge)

Focal Points EDP

SAP	List modules among each other
Software	List software skills among each other

Curriculum vitae

The CV is the first document that a decision-maker sees about you and is therefore particularly relevant for a successful application. It may have a modern design, but should be convincing in its factual sobriety. We advise against elaborate graphics or similar.

Attention should be paid to the following points:

- Address, telephone number, e-mail address and, if applicable, nationality must be included.
- Complete, backwards chronological listing of all periods of education and employment in tabular form (the backwards chronological order is recommended in order to have the most important information at a glance).
- If there are gaps, these must be plausibly explained.
- In the CV, the most important key words (from the company/organisation's search advertisement) must be recognisable at a glance. Example: If you have previously worked as an internal SAP BW consultant, be sure to mention your role title "internal consultant" and the technical focus "SAP BW" (without paraphrasing!). Otherwise, it may not be clear to the recruitig decision-maker (as someone who does not know SAP) what qualifications you actually have.
- As a rule, the CV should not be longer than two A4 pages.
- A picture is recommended, but not mandatory (better no photo than a bad one). It should show you in business-like clothing and give a sympathic impression. We recommend black and white photos. Do not use a picture from your last holiday!

As a rule, a decision-maker will only pay attention to your application during the pre-selection process for a maximum of 30 seconds. The external form is also a deciding factor.

You will find an exemplary CV in the appendix.

Curriculum vitae   *INFO: This is an exemplary curriculum vitae*

Personal Data

Born on/in:	12.08.1991 in Musterstadt
Marital status:	married
Nationality:	German

School education

1998 – 2002	Primary School Musterstadt
2002 – 2011	High School Musterstadt
	Qualification: General qualification for university entrance (Grade point average 2,0)

Education / University education

10/2011 – 12/2014	Study of business informatics.
	Graduation as Diplomaed Industrial Engineer at the ABC College in Munich.
	Final Grade: Good.

Professional experience and career

09/2020 – today   ABC GmbH & Co. KG, Munich

- Senior Consultant SAP BW and BO.
- Responsible for: Design of KPI structures, conception of new reporting solutions based on BW and BO, data modelling, data extraction from SAP and non-SAP source systems. Construction of Bex reports, web reports and dashboards.
- In addition: Support of the SAP BW authorisation system, setting up of process chains and implementation of performance optimisation measures in close coordination with the SAP Basis team.
- Supporting users with questions and problems in the specialist areas of finance, controlling, warehouse logistics, sales and shipping, and HR.
- Implementation of simple update and transfer routines.
- Participation in internal strategic projects and ramp-up projects related to BI, development and implementation of user training.
- Management of projects and sub-projects in the area of SAP BI with up to 4 project staff.

01/2015 – 08/2020   XYZ Consulting GmbH, Hamburg

- External consultant with focus on SAP BW.
- Responsible for the implementation of Bex reports in Excel, web reports, as well as for data modelling and data extraction from SAP source systems.
- Creation of start-, transfer- and update routines using ABAP and in simple cases ABAP/OO.
- Monitoring of process chains, 1st and 2nd level support for users from the Finance & Controlling and Logistics departments.

Certifications

Successful certification as SAP BW consultant:

Certification by SAP AG in Walldorf.

Foreign language skills

Languages

German (mother tongue)
English (business fluent)
Spanish (basic knowledge)

Focal Points EDP

SAP:

- Very deep and comprehensive knowledge of SAP BW, as well as good knowledge of BO: modelling, extraction, Report building in Excel and Web, basic knowledge of BO Dashboards, BO universes, SAP BW authorisation system, process chains, SAP BW performance tuning.
- Very good knowledge of ABAP and basic knowledge of ABAP/OO (mainly used in start, update and transfer routines, as well as implementation of simple ABAP reports and function modules, use of hashed or sorted tables, use of field symbols).
- Basic knowledge of SAP basic technology: SAP system architectures, transport management system, parameterisation of SAP systems, DDIC.
- Basic knowledge of SAP components: FI, CO, SD, MM, WM, HR as data sources.Datenbanktechnologien.
- Basic knowledge of database technologies: Oracle, SQL Server, Tablespaces, Indices, Database Logs, SQL.

Others:

- Good knowledge of common application software such as MS Office, Internet, eMail.

Musterstadt, 01.09.2022