

CV

JEREMY M HERBERT

Personal Details:

Full Name: Jeremy Maurice Herbert
Cell Phone: 027 683 8778
Email: jeremy@hha.co.nz
Interests: Music, Reading, Movies, Fitness, Technology, Motor Sports, Family and Socialising.

Personal and Professional Attributes:

- Versed in all aspects of business computing.
- Experienced in handling high degrees of responsibilities.
- Able to relate to people from all walks of life.
- Experienced in training staff.
- Happy in a sole charge position or as an active team player.
- Professional standard of presentation, appropriate to requirements.
- Positive attitude to life, both personal and professional.
- Highly motivated, well organised with excellent time management skills.
- Experienced at being innovative and solving problems.
- Honest, dependable and diligent.

Training

- SAP Web AS Administration. Sydney (2005)
- Test Management using eCATT Sydney (2004)
- RWD - InfoPak Documentation management (2003)
- SAP BW Reporting & Analysis (2002)
- Certificate in business computing EIT (1999)

Jeremy Herbert
(06) 878 3381
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Employment History:

2005 - 2006

Basis, Authorisations & Quality Assurance Support

- **Turners & Growers Ltd, Hastings**
(Formerly ENZA Fruit Ltd)

In 2005 T&G brought SAP Basis support in-house. With the decreasing workload in EDI support, I took on a new position providing basis support, while continuing SAP security and QA support.

Key Responsibilities:

- Basis Administration. Monitoring and management to ensure minimal errors and optimise efficiency. Ensure changes are managed maintaining system integrity.
- Authorisation Maintenance. Adherence and compliance with good internal controls and company policies for protecting information.
- Problem resolution. Effective use of team resources available to analyse and remedy issues. Prompt incident reports and proactive changes to minimise future incidents.
- Database Administration.
- Quality Assurance. Administration, maintenance and training of QA tools. Test management and reporting.

2002 - 2005

Systems Support Analyst

- **Turners & Growers Ltd, Hastings**
(Formerly ENZA Fruit Ltd)

In 2002 I joined ENZA's IT team to assist with systems support. During this time while supporting the electronic data exchange process, I was also heavily involved in several projects to further expand ENZA's SAP system and decommission Satellite systems. This period also saw the merger between ENZAFruit Ltd and Turners & Growers Ltd and alignment of their processes and systems.

Key Responsibilities:

- Monitoring electronic data exchanged between Trading Partners and company systems.
- Identifying and correcting any errors that occur in the transfer, and importing of electronic data.
- Ensuring electronic data is exchanged successfully.
- Explaining company business rules to Trading Partners.
- Documenting potential changes to rectify any evident problems.
- Performing data integrity tests for ENZA's SAP and GENTRAN environments, providing test documentation.
- Providing 24/7 on call support for trading partners.
- Authorisation Maintenance. Adherence and compliance with good internal controls and company policies for protecting information.
- Quality Assurance. Administration, maintenance and training of QA tools. Test management and reporting.

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2000 - 2001

Business/Electronic Data Interface Support

- **Turners & Growers Ltd, Hastings**
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During 2000, & 2001 I worked as part of the Business Interface Support Team at ENZAFruit Ltd. Working heavily within ENZA's SAP system in the aspects of problem solving, error correction, system/software testing and data integrity.

Key Responsibilities:

- Monitoring electronic data exchanged between Trading Partners and company systems.
- Identifying and correcting any errors that occur in the transfer, and importing of electronic data.
- Ensuring electronic data is exchanged successfully.
- Explaining company business rules to Trading Partners.
- Providing interface support for Trading Partners systems to promote effective electronic data transfer.
- Documenting potential changes to rectify any evident problems.
- Performing data integrity tests for ENZA's SAP and GENTRAN environments, providing test documentation.

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