**CAREER OBJECTIVE**

Business administrative professional specialized in procurement and financials with relevant experience in sourcing. I am seeking a permanent role in a reputable organization where I can utilize my skills and knowledge to contribute towards the achievement of company goals.

 **PROFESSIONAL** **SUMMARY**

* M.B.A with 8 years of work experience
* Over 5 years of experience in Procurement & Financials as an Oracle Functional analyst in Oracle E-Business Suite with exposure to Implementation, Support, Upgrade and testing of Oracle Applications.
* Wide experience in developing various excel Functions and pivot tables
* Consistent performer with a strong track record, positive attitude, with ability to handle assignments under high pressure.
* Oracle ERP Experience in IT including Customizations, Testing and Implementation of Oracle Applications.
* Working Knowledge in P2P and O2C Cycles.
* Experience in full-fledged Support and involved in End-to-End Implementation projects.
* Expertise in Documentation, Configuration of Applications, Testing, UAT Testing, End-User Training and Supporting for Oracle Procurement and Financials R12/11i PO, GL, AP, AR, CM and FA modules.
* Purchase order work under based on oracle and online Purchase Order is prepared in Oracle System 11-i/R12
* Participate in system testing for enhancements and projects.
* Gathering requirements and interacting with users and business analysts
* Participated in multiple Oracle apps 11i implementations in multi org/multi-currency scenarios, Order management and worked as areas involving Pricing, Purchasing, and Inventory.
* Excellent communications and interpersonal skills
* Expert in Microsoft Excel and Export and import data to and from database into Excel sheet
* Excellent track record in demonstrating strong analytical and problem solving skills, computer proficiency, and ability to follow through with projects from inception to completion
* Participated in all project meeting and attended calls
* Excellent team player with immense ability to grasp new concepts and apply them as per business requirements. Well organized with interpersonal and developmental skills, strong work ethics and willingness to work hard to achieve employer goals and targets.

**SKILL SETS**

* Sourcing
* Request for quotation(RFQ)
* Requisition to PO Transformation
* PO Fulfilment
* Accounts payables and Billing

**TECHNICAL SKILLS**

* **Operating System:** Windows 2000/XP
* **Databases :** Oracle 11-i and R12 and PeopleSoft
* **ERP:** Oracle application (Inventory, Purchasing, General Ledger, Account Receivables, Account Payables , I Procurement)
* **Languages/Tools:** SQL, TOAD, SQL PLUS, C and COGNOS 8
* **Accounting Packages:** Tally 7.2 , MS Office (Word, Excel)

**EDUCATIONAL CREDENTIALS**

* Master of Business Administration (International Business), Pondicherry University.
* B.Com, 2007, 79%. Kuvempu University , Karnataka, INDIA

**CAREER PATH**

**Since April-2010 with Birlasoft as Software Engineer**

**BIRLASOFT (INDIA) LIMITED Bangalore, Karnataka** is a software company provides value-based information technology outsourcing services to businesses for enabling them to transform their business.

**PROJECTS UNDERTAKEN**

**Project:** Self Service Purchasing (SSP5) and GET Service

**Environment:** Oracle Applications R12/11i (PO, iProcurement, GL, AP, AR)

 **RESPONSIBILITY**

* Responsibilities of Fully Computerized & ERP Procurement based on oracle and online Purchase Order is prepared in Oracle System 11-i.
* Created responsibilities assigned to users and set profile option
* Involved in System Integration testing and supported UAT.
* Screening of Requisitions Prior to Forwarding for procurement In-charge. Maintaining All Procurement Documents.
* Performed set ups for GL, AP, AR modules for 11i
* Ensuring smooth co-ordination with indenting dept. and corresponding with Suppliers on scope of supply and specifications.
* Purchase related all responsibility - New Vendor Development, PO releasing, Material Delivery and Payment etc.
* Creating different reports as required by Management.
* Preparing RFQ's and forwarding it to relevant suppliers/agents to obtain Quotations.
* Preparing Purchase Order. Mapping the user profile
* Set up the Oracle Application setup, mapped business requirements, created Set of Books, defined Cross Validation Rules, Security Rules, generated reports using Financial Statement Generator (FSG), created Responsibility, Application Users.
* Working knowledge with General Ledger, Accounts Receivable, Accounts Payable, and Fixed Assets in the integration point of view.
* Provided end user trainings and transition on newly implemented business processes.
* Studied the user requirements and prepared Requirement Definition Document
* Worked on payment process to receive payment in APSS system.

**Project**: ISPT (Indirect Sourcing Project Tracking)-Since April2010 till Dec2013

This project Perform required reporting with on-time and accurate data for regularly scheduled reports & one-time or ad hoc reports. Perform any required testing in production and/or any development instance for upgrades and other enhancements

Work with Indirect leadership to establish "standard" Indirect reporting data set - includes reports pulled from ISPT, SSP5 Data mart, global sourcing data warehouse (GSDW), or other data warehouses/applications. Drive more analytics into the monthly metric process.

Coordinate with the necessary functional & IT teams for break/fix issues, enhancements to the Venture application or to integrate any new and/or upgraded ERPs systems, as required.

 **Responsibilities:**

* Generating monthly reports of savings for Indirect Business of GE with the help of COGNOS for user
* Evaluated reports and facilitated decision making for clients.
* Help the users to create Projects in the ISPT and Venture tools
* Responsible for solving and troubleshooting of technical problems related to clients/customer’s quires
* Create and maintain documentations for the all the customer transaction
* Documentation of new tool for the user convenience
* Testing on the new tools which will be replaced instead of old
* Studied the user requirements and prepared Requirement Definition Document
* New Vendor Development, Price Negotiation with vendor, PO releasing, and Payment etc
* Planning of procurement, production, inventory control, logistics and distribution
* Establish & maintain strong working partnerships with key suppliers
* Gathering requirements and interacting with users and business analysts
* Training new resources, managing their alignment with the team.
* Create training manuals for end users
* Provide on-site and off-site assistance for solving technical problems
* Provide technical support to end users
* Handled import and export of data to and from database
* Complete knowledge of Excel functions and macro programming

**Since May-2007 with ALLSEC TECHNOLOGIES LIMITED as Sr. Executive**

**Job Description:**

* Responsible for solving customer’s quires related to their account.
* Create and maintain documentations for the all the customer transaction
* Planning and troubleshooting of technical problems related to clients/customers
* Managing Mail Clients (Microsoft Outlook, Outlook Express).
* Studied the user requirements and prepared Requirement Definition Document
* Provide technical support to end users
* Documentation of new tool for the user convenience

**First Name of Application CV No 1681494**

Whatsapp Mobile: +971504753686



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