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Above 9 years of professional experience in SAP FICO and Material Management with implementation integration in finance and controlling, Material Management (MM), Procure to pay (P2P),supporting, Rollout and logistics Exports & Imports, Credit and Risk Analysis.

***Professional Strengths***

* A dynamic professional with over 9 years of rich & extensive experience in handling business operations with key focus on top line profitability while ensuring optimal utilization of resources.
* Mapping the processes on to SAP, documenting the processes
* Preparing working capital requirement statements for every month
* Maintain customer records. Reconciliation statements etc.
* Preparing various month end-closing reports of stock and debtors and trial balance
* Comprehensive exposure in Credit Administration (pre & post sanction) involving Credit Appraisals as well as Risk Assessments.
* Skilled in enhancing financial processes and systems, reviewing complex financial data to facilitate strategic financial growth of organizations.
* Demonstrated abilities in cementing healthy relationship with the clients for generating business and leading workforce towards accomplishing business and corporate goals.
* Developed competency in handling banking operations, enhancing product information, business volume as well as growth.

***Core Competencies***

SAP – AP, AR, AA, MM and SD, UAT Testing

APP Programme

SAP Security support

Credit Analysis & Control

Credit Management

MIS Repot

Banking Operations

SME Financing

Risk Management

Key Account Management

Accounts Finalization

* Great experience in FICO and technical configuration in SAP R/3 4.7, ECC 5 and 6.0 environments
* Strong knowledge to support various organizational areas that utilize SAP FICO
* Operational knowledge of phototyping, configuration and testing in globally structured SAP System environment
* Proficient in the FICO sub modules like General ledger accounting, accounts Payable and Receivables, Banks accounts
* Strong knowledge in New General ledger configuration
* Knowledge in integration of FICO with MM,SD,HR modules
* Strong knowledge in SAP Security module like (GRC, MAXIMO and IPMS)
* Generating financial performance reports for submission to top management to enable strategic decision making.
* Conducting risk analysis and scrutinizing relevant documents like before sanctioning / disbursing various kinds of credits while ensuring compliance with organizational credit policies.

***Organizational Experience***

**PROJECT-I**

**Organization : Al Ghurair Investment LLC - Dubai**

**Project : Support**

**Position : Procurement Officer Jul’15 – Till Date**

**Procurement Officer:**

* Issues Purchase Orders (POs) within the specified quantity, quality and timeline specified by
* Interfaces with requestors from different departments, obtains details on Purchase Requests, including item description, quantity, need by date and delivery location providing catalogs as necessary.
* Prepares POs and attaches all related documents including quotations, comparison sheets, contract, and emails for signatures.
* Contacts vendors to follow up on the status of outstanding orders when necessary; keeps the requestors informed.
* Enters data of non-stock items in system; forwards received suppliers’ invoices to the Accounting department for processing.
* Handles customer and supplier complaints related to defects, shortages, missing parts and resolves them.
* Keeps the department data updated by maintaining contact with suppliers and end users, and market trends.
* Completes the Supplier Registration Form, secures necessary documents and forwards to legal department for revision prior to adding to the company Supplier List.
* Visits the company Warehouses on regular basis.
* Revises and updates the quality, price and technical specifications of purchased items regularly; ensuring competent quality execution of all regular purchasing duties and administrative work.
* Responsible for exercising due diligence towards the environment, health & safety of self & others in the organization
* Responsible for reporting to his/her superiors’ occurrences, events, violations and acts that may affect the environment, health, safety and company reputation.   
  Performs other duties as per request
* Updating & advice of orders to customers. Maintaining stock record and checking of stock from time to time.
* To assist in the selection of appropriate suppliers and contractors, to promote good procurement practice with due regard to sustainability, ethical purchasing standards and whole life costing
* To participate in negotiation of contract terms on a range of central contracts and to monitor performance against these contracts.
* Working closely with the R&D and Operations team on the Continuous improvement and Value engineering initiatives and cost savings.
* Liaise closely with Company’s Global Purchase teams for cascading of best practices forthis region.
* Keep up to date knowledge of related procurement legislations and update the organization of the same on a timely basis
* To support the organisations entry into new Businesses and product categories

**PROJECT-II**

**Organization : Procter and Gamble Gulf FZE- Dubai**

**Technology : SAP R/3**

**Project : Support**

**Position : Logistics & Procurement Analyst Apr’13 – Jun’15**

**Logistics Analyst:**

* Smoothly carry out the flow of products from the factory to the customer.
* Managing DPS (Direct Plant Shipments) for entire AP (Arabian Peninsula).In charge of arranging, verifying and providing shipping documents to distributors for customs clearance.
* Ensuring smooth flow of shipping and import documents with compliance to the destination customs and customers.
* Negotiating demurrages and port charges with distributors and shipping lines to generate cost savings and achieving zero demurrage.
* Demand planning with alignment to sales and order management.
* Performing order entry management using SAP, analyzing the correctness and accuracy of details of the orders.
* Communicating the final approved Orders with the plants as per calendar to enable timely execution of the shipment.
* Responsible for maintaining and distribution of the shipping instructions for various lines.
* Ensuring and verifying the completion of standard requirements of orders received from the customers
* Incorporating and driving the policy of RTFT (Right Time First Time) documentation.
* Responsible for MIS like OTD (On Time Delivery) for plants and OSR (Order Status Report) for the customers, analyzing repetitive problems and applying systematic fix for the root causes.
* Daily interaction with the P&G plants across the globe to resolve any document issues.
* Export Shipment Back-up of logistics assistant for Exports

**Procurement Analyst:**

* Strategically manage relationships with key and potential suppliers to develop/maintain joint business plans.
* Develop and implement sourcing strategies for chemicals in EMEA region; in collaboration with global stakeholders.
* Link and leverage external/internal capabilities to meet business needs and strategically drive best total value.
* Run should cost analysis, benchmark, negotiate & conclude commercial agreements in line with policies/guidelines.
* Establish contingency plans and ensure sound commercial judgments in risk assessments.
* Contribute in building organizational capability through on-boarding, coaching, training, and mentoring.
* Purchasing of Flexibles and Rigid packaging Materials for P&G MEA ( Middle East, Europe and Asia )
* Manage all procurement files to ensure they meet all certifications required by the government and all customers
* Influences stake holders (Procurement Operations team, Planning team, R&D packaging team) on the strategy and executes the strategy with speed
* Understand cost drivers, do competitive bench-marking and constantly work to improve value delivery to the organization
* Improvement Plans, Payment Term Extensions, Inflation reductions, complexity reduction

**PROJECT-III**

**Organization : Kellogg Brown and Root (Mindteck)**

**Technology : SAP R/3**

**Project : Implementation**

**Position : SAP FICO Consultant Feb’10 – Mar’13**

**Description:**

**KBR** is a leading global engineering, construction and services company supporting the energy, petrochemicals, government services and civil infrastructure sectors.

**SAP FICO Consultant**

**Key Deliverables**

* As a FICO Consultant I was involved in support to the end users of different sectors and regions in the group Companies.
* Creation and Manual testing of General posting and Parked Document and Feedback analysis and intensive training in FI Sub Modules GL, AP, AR & AA.
* Creation of various payment terms as per the client specific requirements for Accounts Receivables.
* Creation of Asset master data and processing the Asset transactions like acquisitions and transfer and retirement and process the year end and month end activities.
* Involved in configuring the required settings for VAT with respect to Vendors (AP-MM) & Customers (AR-SD).
* Involved in creation of Cost Centers and creation of Assessment cycle and execution.
* Creation of Internal orders and transfer of Internal order cost WBS element and settlement of Internal orders
* Involved in creation of profit center Accounts and Profitability Analysis (CO – PA).
* Used Report painter to generate reports of PCA needed by the Business Owner.
* Tested Z-Transactions as per the user requirements and worked closely with users for creating scripts for Quarter/ year-end procedures.
* Preparation of Functional specifications for modification and enhancement of standard reports. Development of Custom Reports as per client requirements.
* Enhancements and Development of Reports according to business requirements.
* Guiding users in Report Generation, Variant & Layout Creation and Month End/Year End processing.
* Supported in resolving day-to-day end-user issues pertaining to FI (sub-modules include General Ledger, Accounts Payable, Accounts Receivable and AssetAccounting)
* Providing the first level **support** on **SAPFICO** issues raised by end users.
* Created new roles for ECC 6 systems: FI, CO, TL, HR, MM, and SD modules, based on concepts of task roles and position roles

**Project : Roll Out**

* **Responsible for gathering business requirements, participating in system design, configuring and testing existing system and providing post implementation support for enhancements to the current system.**
* **System configuration and testing in the areas of FI-GL transactions, configuring adjustment accounts for GL, AP.**
* **Configured settings for Company code, posting period variant, assigned document number ranges, tolerance groups for customers, G/L accounts and users.**
* **Maintained required settings in Accounts Payable viz. Configuration for payment program, Payment terms.**
* **Configured End to End AP module including the Vendor Groups / Number Ranges, Automatic Payment Program, Configured Special Ledger Withholding Taxes, Check Settings Configured AP integrations to MM for various material movements (Automatic Account Assignments), Worked on LIV (Logistics Invoice verification) , linking of Vendor documents with EDI.**
* **Created & Maintained Customer Master data along with, Customer Groups, Payment Terms, Reporting, AR Aging.**
* **Have worked on Partial, Residual Payment types.**
* **Configured the controlling area, cost elements, Cost centers (CO-CCA), Number ranges, Cost center hierarchy.**
* **Used Report painter to generate reports of PCA needed by the Business Owner.**
* **Meet regularly with Business Owners to evaluate and or suggest changes in processes that will enhance the use of SAP.**
* **Preparation of Business Processes Requirements Analysis and User Requirement Specifications.**
* **Interaction with Client Business Users for Requirements Gathering and Analysis.**
* **Participate in Super User meetings, preparation of meeting materials and delivering of presentations as required.**
* **assets and the future depreciations etc., - Support and Maintenance of the System**

**Majid Al Futtaim L.L.C., Dubai (UAE) Sep’08 to Jan’10**

**Technology : Oracle**

**PROJECT : Credit & Risk Management**

**Position : Credit and Collection Officer**

**Key Deliverables**

**Credit Officer**

* Preparing notes for credit appraisal & risk assessment.
* Capturing the various banking operations like Credit Summation, Inward and outward Cheque Bounces as well as Over Drawings in case of OD/CC/OCL.
* Understanding the financial position of customers with the help of banking statements.
* Identifying the instant cash withdrawals from the bank statement and also identify the DBR ratio based on maximum usage of competition credit card of the customer.
* Analyzing credit card applications as per product and policy parameters within a turnaround time of two days.
* Making recommendations for approval for credit worthy customers after detailed analysis.
* Updating the MIS as well as clarifying reverts from Credit as well as the Risk Manager.

**Collection Officer**

* Maximize rollback of delinquent accounts, minimize roll forwards between buckets by achieving daily / monthly KPI’s
* Proper follow up of accounts allocated and Vision Plus updates
* Ensure than an ACR is achieved on a daily basis and updated on V+
* Ensure daily run rate required is met to achieve the monthly target.
* Follow up, negotiate for overdue payments
* Identify MAF-JCB card holders and refer for block / un-block.
* Identification and timely follow up of Non starter / Skip Cases.
* Ensure proper documentation of collector related activities (Card block/unblock, address change etc.)
* Refer un-contactable cases on field & agencies.
* Refer refuse to pay, avoiding calls, and broken promises for sending Legal Notice.
* Sending reminder text messages.
* Perform and other job that may be assigned from time to time.

**Bhatia Brothers LLC,Dubai, UAE May’07 to Sep’08**

**Logistics Coordinator**

**Key Deliverables**

* **Provide the technical oversight, input and supervision to coordinate the staff support to, delivery of, and implementation of, all logistics support systems according to Logistics policies and procedures.**
* **Ensure that local market surveys are regularly carried out, to ensure a full knowledge of the availability and price of local items.**
* **Ensure that all procurements are tracked and recorded to identify items that should be part of a pre-approved tender process, and ensure that open and free competition for procurements is adhered too.**
* **Ensure timely reporting on stock status, to help Program staff with planning of stock replenishment and that tracking through to end-user has occurred.**
* **Capture, plan and regularly update preparedness reporting for the logistic systems in place at your mission to include a current Logistic Concept of Operations.**
* **Coordinate the delivery of training for national staff to increase their responsibilities in order to build capacity, and ensure sustainability of programs.**
* **Ensure that staff supervised by you are evaluated regularly, trained and/or mentored in a structured accountable manner, and written records of such are retained.**