**Gunalan**

[**Gunalan.244841@2freemail.com**](mailto:Gunalan.244841@2freemail.com)

**Objective:** Looking forward to be associated with an organization where my skills and talent can be fully utilized and recognized concentrating simultaneously on the growth of both the organizational and personal fronts in **SAP** System.

**PROFESSIONAL SUMMARY**

* Overall 9+ of years’ Experience in SAP-FI, Finance P2P and Documentation
* Hands on experience in GL, AP, AR, AA and touch point in MM & SD
* Good Exposure in Incident Management, Production & Customer Support
* Excellent Interpersonal and Communication Skill
* Ability to manage and assign tasks to team members and get work done effectively
* Strong analytical, leadership and problem solving skills

**TECHNICAL SKILLS**

|  |  |
| --- | --- |
| ERP | SAP |
| Tools & Application | Remedy, ServiceNow, CCM.NET & KEWILL |
| Packages | Tally 6.3, MS – Office |
| Operating System | Windows |

**CERTIFICATION**

**SAP CERTIFICATION ID:**

**SAP ERP Financial Accounting, Version ECC 6.0 EHP6**

**ATOS – SAP Authorized Training Center, Chennai**

(18th Jan 2016 – 12th Feb 2016)

**Focus Areas:**

* FI Organization Structure
* GL, Accounts Payable & Accounts Receivable
* Customization as per Business Requirements

**Modules Covered:**

TFIN50 – Financial Accounting I

TFIN52 – Financial Accounting II

**Case Study:**

Case study accompanies fundamentals for Solutions Consultant. The case study Implementation is part of Full time Training in 'SAP SD ECC 6.0’ with Global Certification from SAP AG, Germany.

**EDUCATION:**

|  |  |  |
| --- | --- | --- |
| Degree | College/University | Year |
| Master Of Business Administration (Finance) | Bharathidasan University | 2004 - 2006 |
| PGDIBM (International Business Management) | St. Joseph’s College, Trichy | 2004 - 2005 |
| B.Com | St. Joseph’s College, Trichy | 2000 - 2003 |

**EXPERIENCE SUMMARY**

**VGN Infra Ltd, Chennai (09/2016 – Till now)**

**FICO Functional Consultant:**

* SAP FI Functional to work on Incidents, Enhancements, Problem Tickets, Process Improvements
* Integration with Other Modules (MM & SD)
* Experience in Finance and Controlling
* Experience in each of (GL, AP, AR & AA)
* Ability to configure FICO as per Change requests & GST
* Standard Cost Estimation, Internal Order Settlement
* PS – Project Creation, Budget Allocation / Transfer
* PI Monitoring

**MAERSK Global Service Centre, Chennai (07/2014 – 08/2015)**

**Sr. Associate**

The AP MOLLER - MAERSK Group is a worldwide organization with about 110,000 employees and offices in around 130 countries – with global headquarters in Copenhagen, Denmark. In addition to owning one of the world’s largest shipping companies, they are also involved in a wide range of activities within the energy, shipbuilding, retail and manufacturing industries The A.P. Moller - Maersk Group is engaged in a multitude of activities. Besides shipping, the activities include exploration for and production of oil and gas, shipbuilding, aviation, industry, supermarkets and IT services. Activities that take place all around the world - around the clock.

**Project - FACT:**

**SAP Production Support for A.P. Moller Group Companies across the Globe**

Client : A. P. Møller – Maersk – Copenhagen, Denmark.

Location : Chennai

**Roles and Responsibilities:**

* Core responsibility is to analyze the assigned tickets and providing satisfactory resolution to customer within time frame.
* Solving of production problems in the area of Accounts payable, Accounts Receivables & General Ledger
* Defining Fiscal year variant, Posting periods, Document types and Number ranges
* Creation of customer account groups and assignment of number ranges and tolerance, creation of customer master and posting of customer transactions
* Creation of vendor account groups and assignment of number ranges and tolerance, Creation of vendor master and posting at vendor transactions
* Creation of Cost Centers and Definition of Cost Centre Hierarchy
* Creation of Profit Centers and Definition of Profit Centre Hierarchy
* Handling FACT – KEWILL issues
* Error analysis for the cause of errors, provides corrective solutions, and suggest for preventive actions to avoid recurrence.
* Assist super users in the use and understanding of SAP/KEWILL business processes and data interpretation.
* Interacting and guiding the users to their day to day problems in Finance.
* Co-ordination with client and key users, technical team etc. for resolution of problems, custom developments.
* Analysis of day-to-day issues and solutions after communicating with users.
* Interacting and guiding the users to their day to day problems in Finance and Controlling modules
* Documentation of the issues posted on the detailed document with analysis of the issues after providing solution to the client.
* Documenting all the Knowledge Gained on Business process then and there.
* Reviewing the tickets – handled by the team and guiding them whenever required.
* Supporting Management by Involving in Project Proposals.
* Resource planning for the work streams / modules those I have lead
* Managing various tasks relating documentation like preparing Process Specifications.

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**HP – Hewlett Packard, Chennai (02/2012 to 04/2014)**

**Technical Solutions Rep**

Hewlett Packard is an American Multinational Information Technology corporation headquartered in Palo Alto, California, United States that provides products, technologies, software, solutions and services to consumers, small- and medium-sized businesses (SMBs) and large enterprises, including customers in the government health and education sectors.

**Project - FACT:**

**SAP Implementation and Production Support for A.P. Moller Group Companies across the Globe**

Client : A. P. Møller – Maersk – Copenhagen, Denmark.

Location : Chennai

**Roles and Responsibilities – Production Support:**

* All Incidents/Service Requests get reported to the FACT CCC. It coordinates and acts as a central point of information between customers, internal service organizations and external providers
* The FACT CCC provides vital day-to-day contact point between Super Users, Global Help Desk, 3rd-party, L2 and APM CCC Manager with an Agreed SLA.
* Core responsibility is to analyze the user issues and providing satisfactory resolution to customer within time frame
* Maintaining / Creation / Extension of GL
* Creation / Maintaining of Cost Centers / Profit Center
* Blocking / Unblocking of Cost Centers / Profit Center
* Handling issue in GL, AP, AR
* Creation of Customer/Vendor Accounts, Number Ranges, and Customer/ Vendor Masters Creation
* Deletion of PO / SO
* WF / Trip forwarding & IDoc reprocessing and Deletion
* Creation of customer account groups and assignment of number ranges and tolerance, creation of customer master and posting of customer transactions
* Creation of vendor account groups and assignment of number ranges and tolerance, Creation of vendor master and posting at vendor transactions
* Maintaining reports on all the deliverables from the requirement gathering phase till implementation.
* Preparing various reports like weekly Status Report, Monthly Status Reports, Project Management Review Report etc., which will be sent to management & client
* Team performance chart by monitoring and taking the Data of team members which would help to Estimate individual’s productivity and thereby estimating team’s productivity.

**MAERSK Global Service Centre, Chennai (08/2010 - 01/2012)**

**Sr. Officer**

**Roles and Responsibilities:**

* All Incidents/Service Requests get reported to the FACT CCC. It coordinates and acts as a central point of information between customers, internal service organizations and external providers
* The FACT CCC provides vital day-to-day contact point between Super Users, Global Help Desk, 3rd-party, L2 and APM CCC Manager with an Agreed SLA.
* Leading different modules within the account and to ensure prompt delivery
* Perform UAT
* Provide day-to-day operation and process support to users.
* Core responsibility is to analyze the assigned tickets and providing satisfactory resolution to customer within time frame.
* Managing the user authorization process. This includes creation of users, assignment of roles, user locking/unlocking, password generation/reset
* Support SAP security roles for all named users of the system
* Work with business units, support teams, and security coordinators to ensure compliance with security processes and controls
* WF / Trip forwarding
* IDoc reprocessing and Deletion

**UAE Exchange & Financial Services Ltd. – Trichy (10/2009 – 07/2010)**

**Officer**

**Roles and Responsibilities:**

**Foreign Exchange / Money Transfer / Equity Trading / Gold Loan / Air Ticketing & Tours**

* Maintaining basic accounts, book keeping.
* Ledger entries, journal entries & Invoice entries and cross checking.
* Buy / Sell Foreign Currencies & Encash Travelers Cheques (Sub to RBI guidelines).
* Online Stock Trading in view of Market rates & Trade on a Real time basis.
* Booking Domestic & International Flight Reservations / E-Ticketing.
* Inbound / Outbound Customized Tour Packages & Hotel Bookings.
* Providing Money to the Customer who receives from Abroad with verification of proofs & Providing Gold Loans with calculating rate of interest.
* Handling Cash / Bank books & Preparing/Presenting the Branch’s Profitability report. Administrations activities like Filing & Maintaining the Official Documents.

**MAERSK Global Service Centre, Chennai (10/2006 - 08/2009)**

**Processing Officer**

**Roles and Responsibilities: Finance & Documentation**

* Invoice verification & payment processing / Handling the reversals and rejections of invoices. (Supports the entry of vendor invoices and management of postings i.e. GR/IR clearing account)
* Processing of PO invoices in SAP (3 way match)
* FI documents clearing with payment for vendor
* Handling the exceptional - to analyses the discrepancy on an invoice item between the purchase order and goods receipt
* To ensure no duplicate payments posted and processing of down payments in the vendor books
* Vendor analysis on weekly basis
* Timely communication with the Local & Location and Resolution and queries handling from Location
* Preparation of reports on Invoice scanned and matching in weekly & monthly
* Train new employees as per the SOP
* Working as Customer Experience - Documentation/Booking/Special Booking/Vessel Recon process
* Creation of documentation with the consult of customer and submitting to customs on behalf customer
* Data in GCSS must be as ‘clean’ as possible showing what exactly is planned to be loaded on board the vessel
* Booking Senior Specialist - To identify booking equipment and haulage requirements and to schedule cargo to arrive timely at cargo receipt point (customer premises); to arrive at a port for vessel loading in time after cargo receipt; to arrive at cargo delivery point (customer premises) after arrival at final port of discharge.
* Building queries in Business Objects based on the Business requirement
* Maintaining high-quality relationships with customers by addressing concerns/discrepancies and providing relevant solution in a timely and effective manner
* Documentation for letter of credit
* Credit Insurance checking
* Studied shipping notices, bills of ladings, invoices, orders and other records to determine shipping priorities, work assignments, and shipping methods required to meet shipping and receiving schedules, utilizing knowledge of shipping procedures, routes and rates.

**Personal Details:**

Date of birth : 08-04-1983

Gender : Male

Nationality : Indian

Marital Status : Married

Languages Known : Tamil & English