***Purushottam***

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***Summary:***

* *Over 10 years +’ of total experience in Information Technology, Systems, ERP, Project management and business process integration.*
* *Strengths are - dedication towards work, positive approach, target oriented, and ability to deliver under stress.*
* *Team working skill, handling strategy, planning & activities implementation by mean of accelerating business growth.*
* *Experience in System design and development, required for business process.*

**Company – Al Meera Markets SAOC (1st Feb 2013 - 30th June 2017) 4Y 5M**

**Position – Manager IT**

**Team size – 15 including Developer, DBA & System Network Admin.**

**Reported To – Country Head & Finance Controller Oman (L-1), Director IT – Qatar (L-2)**

***A. Major Duties & Responsibilities:***

* Develop & review requirements, budgets and schedulers for information technology projects/services.
* Oversee all phases of project from conception to completion. And ensure project is completed within budget and on given time frame.
* Manage team of consultants, programmers/developers, DBA, analysts and System/Network administrators.
* Organize, assign, review & check the daily/periodic job sheet & client service report performed by the IT Team.
* Ensure applications, databases & servers are operational and their integrity, consistency & redundancy are maintain.
* Ensure system, network & resources are available for various operational units including HO Users.
* Vendor selection, management & elimination for IT consumables, spares & assets by mean of optimization.
* Check the accounting transactions (vouchers), its accuracy & completeness with supporting documents.
* Ensuring monthly closing of accounts time. Review the ledgers transaction to ensure accuracy & completeness of accounting transaction.
* Prepare, review different reports, schedules, analysis.
* Periodic review documents, SLA concerning with departments, suppliers, customers, etc. & perform necessary action.
* Update supporting schedules, reports, & records like for; IT-fixed asset register, sublease, consignment, prepaid, accruals, provisions etc.
* Assist management in decision taking by preparing monthly financials (sale, purchase, transfer, returns, stock, wastage etc.), reports & analysis.
* Participate in stock count & fixed asset verification.
* Respond to the queries / enquires raised by other stakeholder (like auditors / HODs / directors)
* Always act in the best interest of the company in ethical & professional manner.
* Ensure daily activities are performed with accuracy and on timely manner.
* Highlight & contribute to improve business process / activities.
* Train junior / other staff as part of job rotation / succession planning.
* Ensure confidently of information & Adhere to company policies and procedures.

***B. Development & Implementation***

**Year 2013**

Successful lead as a core IT functional member from Al Meera Markets SAOC, Oman for implementation of Microsoft Dynamics 2012 R2 (Financial Accounting System) including hardware/software procurement, customization, testing, training & roll – out as per time frame.

**Year 2013-14**

Developed Desktop & Portable software application in accounts of automate store’s warehouse operations through Hand Held Terminal/Portable Data Terminal (HHT/PDT) devices (Symbol Motorola MC3190, MK3190 802.11 a/b/g W-Touch, software ver. CE 4/5/6/Embedded 7). Application supports Gate Pass generation for each In/Out transactions (such as Purchase/Return, Transfer In/Out, Wastage or Damage In/Out) & provision for data validation by store head for further process to Dynamic Ax.

System design & established centralized process of daily price change & product creation activity for Food, Non-Food & Fresh products across 5 stores with the help of Commercial, Operations & IT team. Centralize barcode encoding system for every vertical’s product/category.

**Year 2014-15/16**

Point Of Sale (POS) application + database customization & development to comply Oman mandate law of product Arabic Translation on invoice/billing. Hardware independence (OPOS/UPOS/JPOS) for application portability over NCR, IBM & other available POS machines with their devices & accessories. Developed process & kept the provision for upcoming VAT (value added tax) implementation – beginning from product to supplier & customer invoicing, vendor payment/deduction, record of input/output tax to federal tax authority, process for document & record keeping.

***C. IT Compliance:***

* Designed & drafted IT policies & procedures in order to compliance IIS (information& Internet Security), IT Services as audit norms (prerequisite for public listed companies); for each IT operational activities based on running standard practices and approved them by Finance controller, Country Head & Director IT.
* Understanding their legal implications and interacting with Compliance to ensure implementation thereof including training requirements, if any.
* Periodic review of policies and procedures compliance, and prepare notes to update HOD, documentation for future references.
* Successfully supported for annual Business audit & played a key role for IT audit. (2013/14 –Audited by Deloitte & BDO, 2014/15 Audited by EY, 2015/16 – Audited by PWC)

**Company - Al Safeer Group of Companies, Oman (24th Sept 2007 – 31st Jan 2013) 5Y 4M**

**Position – Manager IT**

**Team size – 35 including EDP team members**

**Reported To – Country Head (L-1), Group IT Head – Sharjah, Dubai (L-2)**

***A. Major Duties & Responsibilities:***

Data Center Management – Manages corporate RDBMS along with proprietary Databases at in-house data center which were operated on Windows Server platform, Sybase Central/Enterprise Database Server & HP DL-380 Gen-6 Rack Server as a hardcore server. Developed strategic plan for data center operation, capacity & future expansion. Oversees databases administration and network administrations.

Communication Management – Managed enterprise-wide communication system for Oman region including PRI/BRI (Telecommunication), Corporate GSM plan along with Blackberry BIS/BIS+/BES, Fiber/ADSL lines with static public IP to established corporate VPN. Planned & designed corporate call center infrastructure for ‘Safeer +’ Privilege card/services. Managed existing telecommunication vendors & ISPs (Internet Service Providers) and their SLAs (Service Level Agreements).

System integration Management: Managed business process, re-engineering project for corporate financial management, system integration between DELL legacy system and web based platform. Managed data migration from legacy to RDBMS & design tech. specification & documentation (Flow Charts, DFD, ERD) for future references.

Worked with IT management team for developing network & internet security policies, monitoring & maintaining records. Also established a dedicated team to support during all business hours for Business continuity plan & Disaster recovery plan (BCP/DRP).

Install, configure and maintain various technical devices concealing hardware, software, equipment for data & voice communication, CCTV, Access Control and EAS (Electronic Article Surveillance) system. Administration & monitoring network (LAN/WAN) infrastructure across 7 remote retail stores. Manage all business applications, database, Servers including POS, Back Office, Accounts, Web server, Email Server, Fax server etc.

***B. Development & Implementations:***

Display & Lease Application (Year 2011-12): In-house developed, designed, and implemented under the guidance for Country Head & supervision of Finance controller/Lease Head. Objective was to automate an offline lease data process into online environment therefore a decision taking system can be established to help the management during negotiation, analysis & finalization. System holds the feature for Listing, Branding, Lease-Shelf/Flex/Vehicle/Space, promotional activity, rebate calculation on turnover and/or specific on product/class/brand/category wise etc. including various reports, data posting and process on Oracle vendor accounts i.e. through template.

Time Attendance (TA) & Payroll Software (Year 2010-11): In-house developed, implemented & support for TA & Payroll Application which was complying the rules and regulation of Oman manpower & labor law. Customizable apps with 3 layers authentication, holding 300+ employees data located across 7 stores in Oman region. Automatic data collection from TA terminals, validation controls, salary, vouchers, advance, incentives, settlement etc. processing and positing up to the Oracle template.

**Year 2009-10**

Oracle Implementation: Worked as functional team member for Al Safeer Group, Oman during Oracle’s Finance module implementation including data extraction from legacy accounts package.

Developed an integration tool to extract remote store’s Goods Received Note (GRN), Goods Return Voucher (GRV) and Stock Transfer data periodically to push into Oracle Accounts after validation for further vendor payment/deduction processing.

**Key Information technology, Jaipur India (2006-2007) 1Y**

**Position - Process Associate**

**Reported To - Team Leader**

***Major Duties & Responsibilities:***

Develop and manage e-commerce related projects within Key Information Technology Group International. Business Process Outsource (BPO) an Internet professional services company serving around 53 organizations across the globe. Direct projects provide internet – focused strategy expertise, strategic marketing, branding, research services, customer services and technology consulting interface with client’s executive team to define project requirements and translate business objective into tactical plans. Managed & developed, designed and deliver end to end solution. Support lead cross-functional teams through development, testing, training, execution & roll-out plan on define deadlines.

Lead development of operational support programs and process which contributed to securing long terms business object periodically by optimizing level of productivity/services and sustaining overall project success.

Successfully delivered common components engine for distributes stores and implements on-going & future requirements.

Established standardized process for development, documentation and quality assurance.

Was member of team of 12 programmers including 2 Team Leader.

**:: Educational Qualification ::**

* 3 Years Bachelor Degree in Computer Application (BCA) from Sikkam Manipal University.
* Diploma as ‘Professional Business Programmer’ (O’ Level – equivalent to Bachelor Degree Program) from Department of Electronic And Computer Courses (DOEACC), New Delhi, India (approved by UGC & AICTE).
* Certified as ‘Advance Diploma in Programming’ (A’ Level– equivalent to PG Program) from Department of Electronic And Computer Courses (DOEACC), New Delhi, India (approved by UGC & AICTE).
* Successfully pass out our 2 papers out of 14 under B’ Level Program (i.e. equivalent to MCA/B. Tech.) from Department of Electronic And Computer Courses (DOEACC), New Delhi, India (approved by UGC & AICTE).
* 2 Years English Literature Program from Vardhman Mahaveer Open University, Kota (VMOU).
* Advance Computer Programming (Course – DISM, duration – 1 Year) from APTECH computer education, Branch Ajmer Rajasthan (SEM 1 with 75% & SEM 2 with 72%)
* Computer Hardware A+ & Network Engineering from GT Institute of Hardware & Networking, Ajmer Rajasthan.
* Computer Course from National Institute of Information Technology (NIIT), Kishangarh Dist. Ajmer. Duration 6 Months with 87% aggregate.

**:: Tools, Technology & Skill ::**

* Data structure & programming with C and C++.
* Visual Basic (ver 6.0, 2K03, 2K05, .Net)
* Java Language (core, beans, applet, Corba, JDBC, RMI etc.)
* HTML, DHTML, XML, XTML, Java script, Php, ASP etc.
* Shell script, AWK programming Linux (GUI & CUI on knopex and redhat)
* DBMS/RDBMS - Database plan, analysis, integration, management, implementation, testing and monitoring. Platform starts with MS Access, Fox pro, Sybase ver. 7 to 12, MY SQL, SQL Server, Oracle etc.
* OS – DOS, Windows 95 / 98 / 2000 / ME / XP / Window 2000 Server / NT / Win Server 2005 / 2008 / 2012R2 / Linux (Redhat & Knopex)
* Methodologies – System Analysis & Design, Search Engines, Computer network & data communication, Software engineering, OS(Dos, Win, Linux & Unix)
* EAS – Check Point, Fors, Sensoromatic. (RF and AM)
* Server – HP DL380 E5620 Gen 7/Gen 6/Gen 5, DELL Tower Server 320 with SAN & NAS storage.
* Routers – CISCO ASA 5005, 5010 Series and Sonic TZ 210, TZ 220.
* Switches – CISCO 1924, 2900/S, 3550 Series
* Hotspot – Aruba IAP 200 Series.
* Pos – NCR REALPOS 82XRT\_UK, IBM Sure POS 300\_US(Dynakey & 7874 scanner), POS Tech, E-POS

**:: Personal ::**

Date of Birth/Age - 21st Feb 1982 36 Years.

The above information stated is true to the best of my self & knowledge.

Yours Truly,

**Purushottam**