

PROFESSIONAL SUMMARY

Dedicated and experienced in business process operations professional with expertise in global Master Data governance. Hands on experience in creating Business partner details in MDG (S4HANA)/ Fiori & INFOR (TPM) and Acadia / REVA / FMS SAP systems. Manage Master Data Quality Control KPIs reports. Lead Purchases Order & Material master Management team by ensuring that the team meets the required KPI's in terms of Accuracy and Ontime. Troubleshoot and facilitate solution for any issue escalated by team member. Responsible for maintaining the SLA of each period and maintain Product master data in SAP as per business input and SOP. Ensure proper documentation and approvals for SOX audit.

SKILLS & AREA OF EXPERTISE

- Business system: MDG (S4HANA)/ Fiori & INFOR (TPM) and SAP- Acadia/REVA /FMS.
- JIRA System for UAT Testing.
- Master Data Governance.
- Material master Management.
- Purchases Order Management.
- People Management.
- Problem Solver.
- Stake holder Management.
- Customer Relationship. Consistently deliver quality of client services.
- SLA Management.

WORK EXPERIENCE

VF Sourcing India Pvt Ltd.

MDM Administrator (Master Data governance)

April 2021 to March 2024

Job Profile

- Implemented a streamlined system for onboarding new Business Partner in MDG/Infor (TPM) & REVA system, establishing Trade vendor & Factory code, Bank details, Port code to ensure seamless integration and compliance.
- Validated and verified new Business Partner onboarding request forms with 100% accuracy, ensuring all details were complete and compliant with company standards.
- Master Data Maintenance: Manage the data with audits effectively and timely. Regulate master data updates and additions with a predefined change management workflow that can comply with regulations, improve business insight, and achieve operational excellence.
- Data Accuracy: Ensure Master Data accuracy, Data integrity and data quality provided to the Business Partner, drive operational excellence, and ensure regulatory compliance.
- Data Standardization: Plan, develop and implement Data Standards to reduce the risk of data duplication. Ensuring timely and quality operational of the enterprise data.
- Master Data Governance: Govern master data from initial creation to delivery across solutions by providing single version and consistent data.
- Manage and execute Master Data daily operation activity in a timely and customer driven manner and within the accepted SLA.
- Update /maintain the departmental procedures (SOP's) tools, and metrics for the master data team.
- Support to technical team for data integration from TPM to MDG system. Ensure accurate syndication to S4 Hana, Acadia & FMS SAP system.
- Monitor progress, manage, and ensure key stakeholders are kept informed about progress and expected outcomes. Collaborate with internal team & external stake holder.
- Responsible for Process testing in Pre-production system S4HANA & INFOR (TPM), UAT testing, JIRA System, Integration testing and production environment to MDG system.
- Review Business partner profiles added in NGC from upstream systems and validate key information exists and is accurate.
- Check if any inactive Business partner profiles due to missing data (FFC number/Expiry date) in the system. If yes, complete / follow up with respective brand/team, and close.
- Develop processes and policy for Master Data Processes, including data cleansing and data validation.
- Maintained Master Data Quality Control KPIs reports.

- Ensure proper documentation and approvals are in place to complete requests in accordance with compliance requirements and mitigate SOX audit risk.
- Raise incident tickets to the relevant helpdesks when there is an issue.

VF Sourcing India Pvt Ltd.

Team Leader, Purchases Order Management

April 2017 to March 2021

Job Profile

- Lead the team to manage and execute Master Data activity workload in an accurate, timely, and customer driven manner.
- Complete the Data activity creation or change requests initiated by the business teams within the specified SLA timeframe.
- Identify areas of accuracy improvement in Team members. Maintain the accuracy of data in SAP. Provide training where required.
- Co-ordinate with Planning Team to clarify / achieve end to end closure of requests. Communicate with Planning Team on PO maintenance & PO issuance.
- Create business case document and support team members to execute, test with accurate transaction result.
- Ensure comprehensive, most updated SOP is maintained for all transactional systems used by the team.
- Help to troubleshoot and facilitate solution for any issue/ticket escalated by team member. Ensure the team not only fulfill the request, but also identify the root cause for better efficiency.
- Conduct weekly meetings with the team and Stake holder to review output and find opportunities for improvement.
- Generate Weekly Data Quality Report for data verification.

VF Sourcing India Pvt Ltd.

Data Management Administrator

Feb 2013 to March 2017

Job Profile

- Material and PO order Management data creation & maintenance in SAP. Material extension & Mass upload. Purchase Requisition to Purchase Order conversion. Track and update the data in SAP.
- Create & maintenance Purchases Infor Record (PIR) & Source List (SL).
- Validate Material, PO, Qty, dimension & Price.
- Ensuring POs are properly coded and accurate to maintain smooth business operations.
- Reviewing all new material request and classifying are correctly to prepare then to be loaded into SAP.
- Master data maintenance of Material and Purchases Order.
- Data Accuracy Check and on time execution. Report generation for data verification.

Religare Commodities Ltd

Executive - Risk Management

Sep 2005 to Jan 2013

Job Profile

- Associated as Executive Operation in Risk Management Cell.
- Online monitoring & Trading Surveillance watch.
- Interface with clients for trading transaction on live market, provide limit for fresh trades & square off risky positions on credit basis and prevent chances of loss to company.
- Released online payment after verification of margin utilization those clients whose payment request update on online back-office application.
- Effectively handled daily activity like follow-up for short margin client, payout handling, payment verification, daily e-mailer to branches, Top client's follow-up.
- Scrutiny and checking of documents as per KYC norms. Handled online as well as offline verification of the documents.

PROJECT

- S2A project "Data integration form MDG to INFOR".
- Inactive vendor Data Cleanse in INFOR, MDG & REVA SAP System.

ACADEMIC QUALIFICATION

- PGDBM (Finance) from Bhartiya Vidyapeeth's Institute of management & Research, New Delhi.
- Post Graduate Diploma in Personnel Management from YMCA- New Delhi.
- Bachelor of commerce from Guwahati University.

Place: Bangalore

(Akhil gogoi)