

John Mellaley

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Summary

A results orientated manager with over 15 years' experience in the Pharmaceutical and Healthcare industry. An effective leader, skilled in enlisting the support of all team members in aligning with project and organizational goals. Extensive experience in master data, financial analysis, SAP implementations, process improvement and global procurement. A conscientious self-starter, with strong ability to strategize and prioritize effectively to accomplish multiple tasks and exceed targets.

Key Expertise

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|---------------------|-------------------|-------------------------|
| • Analytical skills | • Team management | • Procurement |
| • SAP | • E-invoicing | • Stakeholder relations |
| • Master data | • Compliance | • Accounts Payable |

Professional Experience

MSD Global Financial Services

2010 to 2017

Procure to Pay Manager.

2013 to 2017

- Delivered operational excellence by stabilizing the e-Invoicing solution and attained volume conversion of 70% of annual volume from paper to electronic invoicing.
- Ensured that the current invoices on hold were consistently 90% for all markets.
- Coached individual team members to ensure objectives set by the company were exceeded on a quarterly and annual basis.
- Partnered with key stakeholders (Finance, Global Procurement) reviewing key controls\KPI and issues with each market.
- Supported design and install (project management) pillars in regard to process improvement and country go-lives.
- Managed business process outsource providers to agreed SLAs to ensure smooth running of operations.
- Delivered Compliant Operations and facilitated an effective Internal Control environment been maintained.
- Created standard templates on metrics for both procurement and finance calls.
- Attended training courses and workshops on creating a high performance team. This entailed setting up weekly meeting, 1 to 1 support and creating development plans

Vendor Management Team Leader

2010 to 2013

- Developed training materials and Quick Reference Guides which enabled effective training to new team members and EMEA markets going live in SAP.
- Designed standard metrics and established baseline of performance on processes with regards to these parameters.
- Provided and sustained high quality data in support for ERP Go Lives (EMEA), through participation in data migration, hyper care and sustainment activities leading to more successful go lives.
- Appointed GFS Vendor Lead on Animal Health transition to Shared Business Services.
- Successfully passed all audits on vendor master process which in turn reduced the chance of fraud.
- Continuously improved policies, processes and service experiences to ensure all SOPs are current and being followed to achieve financial and compliance obligations.

- Supported the change management plan for transition from outsource provider, IBM to Genpact which entailed training the new Genpact team in India.
- Partnered with global and cross functional teams to improve work streams that involved vendor master such as global procurement, OMT, AP, HCP, Local Markets etc.
- Awarded recognition for customer service excellence and process improvement.

Siemens Medical Solutions Diagnostics Europe Limited

2007 to 2010

SAP Business Analyst (MM/SD)

- Supported material master team on Data migration project, resulting in over 30,000 materials to new SAP system.
- Attended master data workshops and localization workshop in order to develop fit & gap analysis.
- Coordinated data cleansing, mapping of MM fields and data loading testing.
- Facilitated Hyper-care support for each market after go-live.
- Appointed as migration lead for Vendor Master.

Bayer Diagnostics Europe

2002 to 2007

SAP Business Analyst (MM/SD)

- Supported material master team on SAP implementation project which contributed to a more productive launch.
- Appointed material master expert responsible for SAP maintenance and processes that entail all aspects of data.
- Collaborated with all sections of the business such as I.T., SC, OTC, QA and Finance.
- Provided effective communication regarding data arrival, data discontinuation or process changes to all users involved.
- Developed reports for the business and conduct data accuracy audits.
- Designed and implemented Document master data maintenance processes (MWI's, Sops and ICS) which contributed to a high level of quality date being delivered.
- Appointed Master Data lead for all European Product Launches and awarded standard of excellence recognition for same.
- Improved system processes for Supply Chain and reviewed tracking enhancement requests relating to Supply chain.
- Evaluated all changes to SAP procedures and reviewed all changes that were required to the system.
- Delivered training to contractors on data load tools to enable project based work.

EDUCATION AND TRAINING

BSc in commercial computing - Dundalk IT	2001
Higher Diploma in Business in Finance - National college of Ireland	2014
Certificate in Mathematical Sciences - Open University	2012

Internal Training

Build a high performance team - MSD internal training	2014
Train the Trainer - MSD internal training	2013
Six Sigma yellow belt - MSD internal training	2012
Business Processes in Planning SCM200 - SAP Training	2006
Business Processes in Procurement SCM500 - Sap Training.	2006

INTERESTS AND HOBBIES

Politics, GAA and Gardening.