Manish Sharma

Management Trainee

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Profilesummary

Having spent over 6+ years honing my skills in SAP Master Data Management (MDM), I have established myself as Vendor Master & Product Master BOM (Packaging BOM) specialist. I am driven to continuously improve my expertise in a fast paced environment. Creating Packaging Outlines/ Bill of materials creation for all ELC Brands in a structure that meets needs of corporate regulatory, manufacturing, engineering and Packaging development. Overall milestones include code creation, production site application, product categorization in SAP, project assignments, market extensions, BOM review, final BOM release for SAP planning, and general data maintenance. Creation & Extension of Material. Manages all BOM revisions and works with Packaging Developers to ensure information is correct prior to changes.

Skills: Client Handling, Interpersonal Skills, Master Data Management, Microsoft Power Automate, Cornerstone, Bom, Strategic Thinking, Consumer Packaged Goods, Decision Making, Team Management, Project Management, SAP MM, SAP MDM, Vendor Management, Packaging Operations

Cerification

- ERP MM S4 HANA

- Process Trainer

- Six Sigma

- Generative AI

Workexperience

ManagementTrainee–Genpact	Jul2022-Present

Having spent over 4+ years honing my skills in SAP Master Data Management (MDM), I have established myself as a Vendor Master & Product Master BOM (Packaging BOM) specialist. I am driven to continuously improve my expertise in a fast-paced environment, utilizing my analytical mind, strong work ethic, and dedication to achieve organizational excellence. Ultimately, my goal is to make a significant impact by driving ongoing innovation and progress within the organization, and I am eager to take on a key role in shaping its future.

SAP MDM (Vendor Master Data)

Working on Master data management including VMD & Product Master BOM
- Adhere SLAs to perform the activities.
- Creation of Vendor/Material data base to meet business needs.
- Checking duplicity of vendor and customer.
- Modification & Extension as per request received over mail.
- Coordinate with other departments over missing information.
- Create the vendor at three level in SAP.

PRODUCT MASTER BOM

- Creating Packaging Outlines/ Bill of materials creation for all ELC Brands in a structure that meets needs of corporate regulatory, manufacturing, engineering and Packaging development.
Overall milestones include code creation, production site application, product categorization in SAP, project assignments, market extensions, BOM review, final BOM release for SAP planning, and general data maintenance.
- Manages all BOM revisions and works with Packaging Developers to ensure information is correct prior to changes.
- Manages all outline builds according to established process flows along with performing proper due diligence to ensure no

code overlap, excess code creation, or outline errors so efficiency is maintained throughout the building process and BOMs can be released in a timely manner.
- Regularly coordinates with Packaging Developers, Product Developers, GBSC, and QA to determine needs prior to, and during the process of a BOM outline build.
- Works with Enterprise Data Management (EDM) team Project Support, Managers, and Directors to fulfill any and all requests, assignments, or projects in PDS.
- Responsible for building BOM packaging outlines across all company brands and markets under Estee Lauder, with a current focus on Estee Lauder Promotional (GWP/PWP) project.

Handling Cosmetic Promotional Projects GWP/PWP etc.
- Time study/work study/Project Management
- Provide training to a new joiner and share LTO (Learning Training Path) with them.
- Maintaining & Consolidation of Daily Automation Volume Tracker.
- Solving queries among team and during team huddle.
- Strong knowledge of Vendor Master Data, Package Bill of Material & WIP (work in progress).
- Interaction with US clients to solve their queries or concerns on a daily basis.
- Strong command on analysis i.e input directions received from Packaging Team through mail or ORF (Outline Request Form)
- Manages all product code creation for Estee Lauder Cosmetic programs (Eyes/Lips/Face/Skincare/GWP/PWP) including Gifting or Fragrance Sets.
- Works with cross functional teams such as Marketing, Product Development, Packaging Development, Product/Material Sourcing, R&D, and GBSC to manage the progress of each program ensuring that data integrity is maintained all the way through to production stages.
- Manages all TOM FORD Cosmetics BOM releases into SAP, product categorization, and code enrichment.
- Attends all program product and program review meetings to help lead each program through its infancy to final stages while working to ensure deadlines are met and data is actioned in accordance to established processes
- Ensures all product codes are created in accordance with standard regulatory requirements per country based on registration, formula, and packaging claims.
- Overall milestones include code creation, production site application, product categorization in SAP, project assignments, market extensions, BOM review, final BOM release for SAP planning, and general data maintenance.

Associate–AuthBridge	Jul2021-Jun2022

Background Verification of employees.
- Works with Employment Team and along with other departments (address verification, education verification and field verification).
- Act as the primary point of contact for vendors, addressing inquiries, concerns, and fostering a collaborative business environment.
- Ensure KPIs are established and monitored to meet the business targets keeping aligned with the SLAs.
- Develop and nurture positive relationships with vendors to ensure effective communication and collaboration
- Take initiatives to bring together the cross functional teams in order to provide the effective solutions.
- Ensure timely training of the team with any changes in the processes along with regular refresher trainings

OperationsExecutive–fPTechnologies	Jun2019-Jul2021

SAP MDM (Vendor Master Data/Material Master Data)
- Received the request from purchase/ sales department over mail regarding the creation of vendor/customer (domestic). We need to check all the documents VMD/ CMD Form & the approval before going forward for the next steps.
- Create the vendor or the customer at three level in SAP.
- Did check duplicity of vendor/customer before creation/modification/extension.
- Sometimes did extension/modification of vendor & customer at company code level & Purchase Org/ Sales organization level as per requirements.
- Collaborated with cross-functional teams on projects that improved overall organizational efficiency.
- Have knowledge of creation of material using T- code MM01 and its types.
- Reviewed customer feedback surveys for insights into improving service delivery processes.

- Communicated with departmental leaders to identify and solve daily operations issues.
- Coordinated with vendors and suppliers to optimize supply chain performance.
- Used strong issue resolution and communication skills to cultivate and strengthen lasting client relationships.
- Resolved customer complaints in a timely manner by liaising between customers and internal teams

JuniorEngineer–SterlingToolsLimited   Sep2018-May2019

- Supervisor of Zinc Alkaline Plating Plant based on Taiwan, heat treatment.
- Checking Quality Control of fasteners
- Knowledge of 5' S, Kaizen and MOM
- Daily, Monthly & Quarterly Production Planning Control
- Physical Inventory & measuring tools like Vernier Caliper.
- Knowledge of engineering design & material science and strength of materials.
- Handled daily production of alkaline plant.
- Handled day to day operations.
- Handled manpower and operators.
- Cross training with other departments.
- Knowledge of Chemical Plant, SCADA.
- Handled plant during breakdown specially on cooling tower failure, motor failure etc.
- Handled Maintenance of plant.

Project

EmailInflowToolTracker   365Days

- Build power to automate flow from inbox mails to applications.
- Earlier tracked incoming requests from inbox & now picking from the tool itself.
- Easily tracker of requests and calculate SLA and average cycle time.
- Easy tracking of Pending requests via daily status mail.

VolumeAutomationTracker   153Days

- Automatic Volume Tracker for incoming details of requests so that we can calculate SLA accurately.
- Along with it all details are captured from volume to quality tracker automatically.
- This helps the team to reduce manual entries and improve efficiency and productivity.
- Decrease manual efforts for consolidation of tracker via MACROS.
- Extract report, download and share with management on time.

EsteeLauderPromotionalSets   821Days

Responsible for building BOM packaging outlines across all company brands and markets under Estee Lauder, with a current focus on Estee Lauder Promotional (GWP/PWP) project.
- Works with Enterprise Data Management (EDM) team Project Support, Managers, and Directors to fulfill any and all requests, assignments, or projects in PDS.
- Regularly coordinates with Packaging Developers, Product Developers, GBSC, and QA to determine needs prior to, and during the process of a BOM outline build.
- Manages all outline builds according to established process flows along with performing proper due diligence to ensure no code overlap, excess code creation, or outline errors so efficiency is maintained throughout the building process and BOMs can be released in a timely manner.
- Works to ensure all required printed values and spec details are listed correctly, and new outline builds or revisions are processed according to the needs of the brand and Packaging Developers.

TransitionSAPMDM   365Days

Transition of pilot project Product Master BOM.
-Domain Expert on Product Master BOM
- Attended Knowledge Transfer Trainings about Vendor Master, Material Master and Pkg BOM.

- Cross Trained among team members.
- Implementes Packaging BOM into Cornerstone.
- Create SOP, Volume Tracker, RCA on Error

Education

B.Tech/B.E. | Mechanical   **2018**
BS Anangpuria Institute of Technology & Management, Delhi Marks
- 77.0%

12th   **2014**
CBSE, English
Marks - 76.35%

AdditionalInformation

Languages: English, Hindi