**MANOJ KUMAR**

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## Professional Summary

Experienced SAP Master Data Specialist with over 9 years in Data Management and Procurement. Expertise in managing material & vendor master data, BOM processes, data migration & cleansing, and ensuring compliance. Proven track record in coordinating with global teams and driving data governance initiatives.

## Core Skills

- SAP Master Data: Vendor & Material creation, modification, block/unblock, and governance.

- BOM Management: Creation, maintenance, and testing for production accuracy.

- Data Migration & Cleansing: Proficient in LSMW, Innowera Process Runner, and MS Access Load Tool.

- Procurement Processes: Purchase Order creation, vendor onboarding, contract management, and invoice verification.

- Reporting & Analysis: SE16, ZSE16, SQVI for data extraction and validation.

- Tools & Technologies: SAP MM/MDG basics, HPALM, Lotus Notes, DOCOVA, MS Access.

- Soft Skills: Stakeholder coordination, team leadership, process improvement, attention to detail.

**Professional Experience**

### Gulf Craft Inc LLC, Umm Al Quwain, UAE

*Master Data Analyst | Dec 2024 – Present*

- Ensure data integrity and governance for Material & Vendor master records across SAP environment.

- Lead data migration, update, and cleansing activities using LSMW and Innowera Process Runner.

- Manage Bill of Material (BOM) creation and perform end-to-end testing for production readiness.

- Develop and execute test case scenarios for master data processes; coordinate with inventory team for validation.

- Collaborate with cross-functional teams to identify and resolve master data issues, ensuring minimal business disruption.

### Virtusa Consulting Services Pvt. Ltd. (Client: Chemours India Pvt. Ltd.), India

*Lead Software Engineer – Master Data Management | Jun 2018 – Dec 2024*

- Managed global SAP Master Data (Vendor, Material, Customer) for LA, APAC, EMEA, and US regions, including creation, modification, and deactivation.

- Executed data migration projects, including developing LSMW and Innowera Process Runner scripts for mass data load and update.

- Created and updated BOM, Recipes, and Inspection Plans; conducted thorough testing using LSMW, Lotus Notes, and DOCOVA.

- Generated and analyzed reports (MKVZ, SE16, ZSE16, SQVI) to validate data accuracy and support audit requirements.

- Verified compliance documentation (IBAN, VAT, W-8/W-9, GST) for new master data creations and performed vendor/material query resolution.

- Coordinated with business stakeholders and finance teams to resolve master data-related issues; supported MDG and S/4HANA rule definition basics.

- Led a team of junior analysts: assigned tasks, provided training, and reviewed data requests to maintain high data quality standards.

### Keysight Technologies (via Mynd Solutions Pvt. Ltd.), Manesar, India

*Business Test Coordinator (Contract) | Oct 2017 – Mar 2018*

- Created and managed Test Orders in Oracle for Pick-Pack-Ship (PPS) process flows.

- Extracted and validated Invoices/CFD data; logged defects in HPALM and ensured timely closure through stakeholder follow-up.

- Supported inventory management updates and provided ad-hoc reporting to senior management as required.

### Cliantha Research Ltd., Noida, India

*Senior Officer – Purchase | Dec 2016 – Jul 2017*

- Managed end-to-end purchase processes: created Purchase/Service Orders, sourced vendors, negotiated pricing, and maintained item/vendor master data.

- Monitored pending/back orders, ensured timely delivery, and resolved vendor queries to maintain uninterrupted operations.

- Supervised warehouse operations: inbound/outbound, stock reconciliation, and Goods Receipt Notes (GRN) for short or damaged materials.

- Performed invoice verification and matched with purchase orders; addressed price variances and resolved discrepancies with vendors.

### Accenture Services Pvt. Ltd., Gurgaon, India

*Transaction Processing Associate (SAP) | Dec 2014 – Oct 2016*

- Created and updated Purchase & Service Orders, Vendor & Customer master records, and Service Entry Sheets in SAP.

- Maintained vendor excise details and coordinated with finance for timely vendor payments.

- Ensured accurate stock and inventory records; collaborated with vendors, logistics, and finance teams for operational efficiency.

Education & Certifications

- Post Graduate Diploma in Computer Applications (PGDCA): Haryana State Electronics Dev. Corporation Ltd. | 2019–2020

- B.Com: IGNOU University, New Delhi | 2014

- Microsoft Azure AZ-104: Azure Administrator Associate: Valid until March 2025

- SAP MM Master Data Course (Udemy): Credentials: https://udemy-certificate.s3.amazonaws.com/pdf/UC-b96ff78b-3d50-43b1-8313-d901fb816a27.pdf

## Additional Information

- Languages: Hindi (Native), English (Fluent)

- Nationality: Indian | Open to relocate