

RESUME

MUTHUVEL.A

9176337648

muthuvl07@gmail.com

No:54,5th Main
Road,Nanganallur,Chennai-600061

PROFESSIONAL SUMMARY

With a successful history in the Switch Gear & Oil/Gas industry, I possess specialized skills in Production Planning, Order Processing, Inventory Management & Order to Cash operations. My qualifications include a Bachelor of Engineering (B.E.) in Mechanical Engineering, and I am committed to providing exceptional operations expertise.

EXPERIENCE

Accenture Operations (Project:US Based Oil & Gas Company)
Analyst

2021-Present

- Uses the Client web application linked to SAP and performs **Sales order reconciliation** of Oil Well Cementing Orders.
- **Created sales orders** through client application and updated **material technical specifications** based on engineer requirements for upcoming planned jobs, enabling the warehouse team to load materials accurately and on time for job execution.
- Ensure accuracy of booked **Sales orders, Sales contract, and Sales account data** in the Workflow systems, Verified and made necessary changes to meet individual customer requirements, such as **sold-to, bill-to, payer details**, and required documents, before billing the sales order and processing the delivery document in SAP for approved client orders.
- Provide **Operational support** to sales and other teams with regard to the order lifecycle.
- Processes the incoming Reconciliation Requests through **Sales Force** and ensures completion before the target time.
- Collaborate with Sales and other internal teams (Finance, Legal, Operations) to resolve day-to-day issues, improve processes in order to exceed operational and performance goals.
- Performing reconciliation on completed Job based on **Quote, Job event log and Technical Sheets** and perform the reconciliation as per Customer signed documents & agreements.
- **Verified the list of services and materials** to be charged in **sales orders**, making changes based on the reference quote and ensuring the exact price was charged.

EXPERIENCE (CONTINUED)

- Conducted **order reconciliation** by verifying **technical sheets**, ensuring that the exact materials used and charged in the sales order.
- Reviewed **Job event log documents** and collaborated with the Business Development Manager to assist in decision-making regarding compensation for customers in case of job performance issues.
- Coordinated with **Inventory/Warehouse plant** team to ensure Correct Materials was charged on Sales order and communicates incase of discrepancies to match with exact quantity that was issued to the Sales Order.
- Ensures Every day Team Case Closure in Sales Force once the **Accounting Document** generated in SAP.
- Created **accrual documents** at the end of each month and updated records of unbilled orders.

ONGC Petro Additions Pvt Ltd (Payroll:PSAS),Chennai
Associate

Feb 2018-June 2021

- Handled End to end Inventory Consignment Stock cycle from **Stock Transfer Processing, Purchase Order Creation** to Invoicing.
- Performed **Sales Order Processing** of Polymers in SOUTH Region on daily basis through **SAP SD and MM**.
- Communicated up-to-date information on **stock availability, orders placed, orders in transit and forecast** to meet the prospective customer requirements.
- Entered accurate data in **SAP ERP** system for all requisitions and thereby ensuring accurate billing from time to time.
- Verified Customer Details and ensuring **Customer Master Details** to be accurate for creating Master data in SAP.
- Supported the dealers in the field of **SAP Sales cycle** from Sales order creation, creating delivery order to invoicing.
- Provided general support for **sales processing activities** like **order execution/ billing/dispatch details** and order configuration for the assigned territory and assisting sales officers.
- Maintained and Conducted inspection the inventory at the 6 **Stock Points** in Tamil Nadu & Bangalore Regions.
- Extracted **periodic reports** to **analyze** the status of pending orders and thereby providing necessary assistance for smooth functioning by Coordinating with the Logistics team
- Preparation of **MIS reports** like sales, stock at local warehouse & data analysis from SAP and provides information to OPAL Regional officers for Quick Decision making.

EXPERIENCE (CONTINUED)

Devi Polymers Pvt Ltd

Dec 2014- Feb 2018

Production Engineer

- Oversaw Production Process of **Injection Molded Electrical & Switchgear Components** & preparing Production schedule for Injection Molding Section.
- Proficiently managed SAP Inventory Management, including goods receipt, goods issue, stock transfer, and physical inventory, while maintaining accurate correspondence with actual inventory levels.
- Aided in Drawings and **3D Part Modeling of Injection** Mould parts using CAD Software and responsible for documentation.
- Collaborated with the Sales Manager and Production Manager to coordinate **production planning and material planning** in the Injection Molding Section, ensuring the achievement of production targets.
- Maintained SAP Inventory Management (Goods receipt, Goods Issue, Stock Transfer, Physical Inventory.) with correspondence to actual Inventory
- Troubleshooting process and product issues in the Injection Molding Shop floor.
- Improved **Standard Operating Procedures (SOP)** and streamlined work done by Operators and created awareness of following SOP.
- Oversaw raw **material stock levels**, developed **internal procurement plans**, and maintained inventories to support efficient production processes.
- Maintained and regulated 5S System in the Shop floor and worked on improvements.
- Oversaw Machine & Mold working condition and makes arrangement for maintenance if required.
- Prepared **dispatch-related documentation** for the movement of molds between company and tool room, ensuring **efficient handling and necessary corrections**.

SKILLS & KNOWLEDGE

- | | | |
|-----------------------|------------------------|---------------------------|
| • Adaptability | • Basics of SAP PP& SD | • AutoCAD (Certified) |
| • Operational Support | • MS Office | • Solidworks (Certified) |
| • Analytical | • Exposure to GD&T | • PRO-E (Certified) |
| • Critical Thinking | • Basics in SQL | • Unigraphics (Certified) |

EDUCATION

Bachelor's in Mechanical Engineering- 72.5%	2010-2014
High School-84.25 %	2009-2010
SSLC-86.20 %	2007-2008

DECLARATION

I hereby declare that the above details are true to the best of my knowledge.

Muthuvel.A