Kamlesh Mahera

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Professional JOB Role: Procurement & Materials Executive / SAP Coordinator Functional Expert.

- **Profile Summary**:
  - A result-oriented professional with **over 10+ years** experience in SAP MM Functional Expertise . service delivery, and client relationship management on perticular domain.
  - Work efficiently, independently or as part of a team.
  - To purchase construction materials for the Oilfield Project.
  - Capability to Material handling , Purchase & Stores , Activity.
  - Knowledge of SAP in MM , PS Module & Other relevant software's skill.
  - Self-confidence, steadfastness and Negotiation Skill.
  - Maintain a Sub-Contractor billing part in SAP system.
  - Strong ability to understand and interpret Business needs and requirements with the ability to move concepts through to proposal and finally successful implementation.
  - Strong interpersonal and communication skills.
  - Excellent interpersonal and organizational skills with ability to communicate effectively (both verbally and written) with both technical and non-technical colleagues / users.
  - Abel deals with (talk to) our customers. In most cases, they will be foreign customers and language barriers might exist.
  - Ability to work as part of a team, interdependent as well as independently and submit deliverables on time and in excellent quality and Self Starter.

- **Professional Experience:**
  - January(2017) – January (2021) - with ESSAR PROJECTS LTD, Kuwait as Material & Planning Coordinator / Cost controller.
  - October(2013) - January(2017) - with ESSAR CONSTRUCTION OVERSEAS LTD as Procurement Officer.
  - August(2010) - October(2013) - with ESSAR PROJECTS (INDIA) LTD as Store Officer.
  - February(2008) - August(2010) - with ESSAR PROJECTS (INDIA) LTD as STORES ASSISTANT/INCHARGE.
  - May(2006) - February(2008) - with ESSAR PROJECTS (INDIA) LTD as STORES ASSISTANT.

- **Projects:**
  - KNPC Refinery Project - Kuwait
    - Planning Cost controller & SAP Coordinator
    - KNPC Project - Kuwait , Al Zour Refinery Project
  - RCPL Project - Gasco - Abu Dhabi , UAE
    - Procurement Officer (Local) & Overseas pipeline Project
  - STORE OFFICER - Gujarat , India
    - Central Workshop & Central Stores
    - There is a central warehouse of EPIL Pipeline Division. Centrally store the construction materials & distribute to respected Site as per request.

- STORES Assistant/ Incharge - Gujarat , India
  - o Worked in a Vadinar Bina PipeLine Project (VBPL) 506 km In a material handling or Stores activity.
- STORES Assistant - Gujarat , India
  - o Worked in a Dahej Uran PipeLine Project (DUPL) 147 km In Stores & Material Handling service division In Charge of 147 km in Gujarat & Maharashtra.

- **Key Result Areas:**
  - Project Cost control, SAP Coordinator and Certification of Invoices of Subcontractor & Post in SAP.
  - Prepare SAP PR as per Project MTO , track it and prepare monthly report
  - Coordinate Materials, Release of SE/PO/WO and Release of Invoices of Subcontractor / Vendors.
  - Master Data, Procurement Process, Purchase Order, Valuation & Account determination, Inventory Management, Invoice Verification, Special Procurement.
  - Inter Company or Cross Company Stock Transfer,Release Strategy,PO Pricing,Split Valuation,MRP.
  - Report & Inquiry, Physical Inventory, Integration of MM with FI/CO & SD.
  - Material Master, Business Partner, Purchase Requisitions, Purchase Orders, Outline Agreements, Release strategies, Pricing, Special Procurement, output determination for messages, Reports.
  - Inventory Management (Goods Movement, Physical Inventory count & Cycle counts, ABC analysis) Valuation and split valuation and Account Determination. Logistics Invoice Verification, Credit Memos, Account Payables, Classification.
  - Functional expertise on P2P flow, Pricing, account determination, Inventory Management.
  - Provide SAP functional expertise for SAP solutions supporting MM areas. This also includes financial integration with Procure to Pay processes.
  - Functional expertise on SAP logistic execution (LE) areas viz. Inbound and Outbound operations, Pre-receiving, Receiving, Quality Assurance, Search strategies, put away, Picking/Packing, Shipping, Batch management.
  - Provide functional support to implemented systems and users in the above areas either locally or remotely in a regional support role.
  - Assist in the evaluation, definition, design and approval of SAP modifications and enhancements in MM areas.
  - Support in document, testing, implementation and training of new SAP enhancements, upgrades/releases etc for the areas above.
  - Provide end-user training including creation/maintenance of training material, conducting training sessions
  - Responsible to close out defects on solutions designed including analysis, design and documentation of the functional design specifications, test plans and scenarios and coordination of the resolution until defects are closed
  - Assisting in the implementation of related Business Applications from SAP SME perspective.
  - Provide support for SAP integration to other business applications, web/mobility solutions etc.
  - Strong in Basics of MM (Master data (Material master) Pricing, Output determination , Release strategies) Etc.
  - Strong in Integration of MM with SD and MM with FI.
  - Strong on material master, Batch and Serial number management.

- Good knowledge on monitoring the Project Materials planning.
- Good knowledge on inventory management & stock taking process.
- Good exposure on Stock transfer, Procure to Pay cycle.
- Good Knowledge on foreign exchange rate & import duties for inter-company Procurement process.
- Good communication and flexibility in working to meet out the deadlines on time.
- Handling Multi-tasking individually and cognitively.
- Strong understanding of SAP MM, Warehouse Management module.
- Comprehensive Experience of Impact and gap analysis & Corrective action plans to support priority tickets.
- Knowledge of Change Control processes, testing and release documentation.
- Good Knowledge in WM (Warehouse management) Processes and System configuration and use design , configure , configure ,test and document the processes.
- Good knowledge in Handling unit management and RF functionality.
- Having experience of full lifecycle in SAP ERP implementations for MM and WM areas.
- Able to analyze, integrate testing and support.
- Fair knowledge across all Logistical SAP modules however good knowledge on the plant maintenance. Initial focus planned maintenance, preventive maintenance, maintenance controlling, facilities structure and master data.
- Ability to assist with problem identification and possible solution by means of skills such as code debugging.
- Documentation of as-is and to-be business processes.
- Coordinate with other module SAP Consultants for Integration requirements.
- Provide System Proposal / System Design Specifications to Technical team for any Customized developments objects.
- Strong ability to understand and interpret Business needs and requirements with the ability to move concepts through to proposal and finally successful implementation.
- Excellent interpersonal and organizational skills with ability to communicate effectively (both verbally and written) with both technical and non-technical colleagues / users.
- I'm willing to deal with (talk to) our customers. the mostly foreign customers and language barriers.
- Above board work ethics this is of utmost importance and flexibility to take up different tasks in the project.
- Ability and willingness to coach and give training to fellow colleagues and users when required.

- **Skills:**
    - Windows Administration, HTML and Database.
    - Strong expertise in MS Office,Excel & SAP.

- **Education:**
    - BCA from Bholabhai Patel College of Computer Studies under Gujarat University, in 2003-2006 with 61%.

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- Diploma in Material Management from All India Institute of Management Studies , Chennai.

- **Personal Details:**
    - Date of Birth: 16th July 1985.
    - Nationality: Indian
    - Languages known: English, Gujarati and Hindi.
    - Mother tongue: Gujarati
    - Address: Odhav Ahmedabad.

- **Declaration:** I hereby declare that the above information is true to the best of my knowdlege.

Date:-
Place:- Ahmedabad   **(Kamlesh R Mahera)**