

CURRICULUM VITAE

Abdul Rauf Saiyad

Telephone: 7041238197

E-mail: prapya@gmail.com, raufsaiyad@aol.co.uk

Place: London, United Kingdom

PROFILE SUMMARY

ACCOUNTING & COMMUNICATIONS ASSIGNMENTS

- Key Accounting and Communication Knowledge and Skills include:
 - o Key Accounting and Communications processes and operations
 - o Client – vendors liaison
 - o FOH-BOH vendors query resolutions
 - o Issue tracker maintenance
 - o Vendor reconciliation
 - o Payment and allocations
 - o Preparation of AP reports
 - o Preparation of Debit balance report
 - o Resolution of Debit balance and open invoices
 - o Preparation and periodic updation of Statement tracker
 - o Clients and vendors general query resolution
- SAP Certified CRM Consultant (CRM 7.0) and SAP SD Consultant (ECC 6.0) from Siemens Information Systems Ltd, Mumbai, India.
- About 3.6 years of quality experience in ERP/Functional consulting, including 3 years in SAP implementation and support. Overall industry experience of over 6 years.
- One end-to-end implementations in roles including on-site project lead and CRM lead consultant.
- Demonstrated skills in driving SAP implementation projects using the ASAP methodology.
- Sound experience in conducting business requirements study to finalize the enterprise structure and business process blue print. Extensive exposure in Manufacturing, Textile and consumer goods industry verticals.
- Key CRM knowledge and skills include:
 - o Key business processes in marketing, sales and service
 - o CRM Organization Model definition and automatic determination
 - o CRM Master Data: Business Partner data replication from ERP to CRM, Product Master replication, enhancing product master
 - o CRM Base Customizing for Activity Management, Opportunity Management, Business Transactions like Sales, Service and Marketing
 - o Basic functions in CRM: Action Processing, Partner Processing, Text Procedures, Product Proposals, Product listing/exclusion
 - o UI Configuration: Customizing Business Role including Navigation Bar Profiles, technical profiles, functional profiles
 - o Sound knowledge in UI enhancement tools like BSP Component workbench and Easy enhancement workbench
 - o Knowledge of Middleware concepts
- Key SD knowledge and skills include:
 - o Configuring SD Enterprise Structure, sale order processing scenarios, Return Order Processing, Credit Note, Debit Note processing (Sales document types, Item category, SL category, Delivery types, Billing types and copy controls), Pricing Procedures for standard sale order processing, Return Order Processing, Credit/Debit Memo Processing based on Reverse Calculation Logic

Project # 1

TYCO ELECTRONICS

Duration : August'08 to November 2016

Location : Aurangabad (India)/ London (UK)

Geographical Scope: Head Office at Gurgaon and 28 branch offices spread across the country

Client Business Overview:

Tyco Electronics is a US\$10.3 billion global provider of engineered electronic components for thousands of consumer and industrial products; network solutions and systems for telecommunications and energy markets; undersea telecommunication systems; and specialty products. They design, manufacture and market products for customers in a broad array of industries including automotive; data communication systems and consumer electronics; telecommunications; aerospace, defense and marine; medical; energy; and lighting.

Key Contributions:

- Responsible for resolution of support tickets involving development/ enhancement requirements
- Co-ordinate with on-site and client core team members for business requirements study
- Design functional specification document based on the business requirement document

OTHER AREAS OF CONTRIBUTION TO BUSINESS

- Contributed to pre-sales initiatives through requirements gathering, professional Power Point Presentations and word documents on SAP Concepts, Proposal documents and SAP service level agreements

- Have conducted many work shops/ product demos on SAP Concepts and key user training as part of pre-sales initiatives
- Participated in internal SAP CRM training for functional trainees as a part of CRM Competency workshops at Binisoft

DOMAIN EXPERIENCE

Company	Period	Designation	Key Responsibilities
Tata Consultancy Services	March 2018- Till Date	Senior Process Associate/Asst. Team Leader (Vendor Setup & Liaison)	<p>Monitoring volume and allocating work accordingly</p> <p>Attending audit meetings and resolving issues, if any</p> <p>Determining Trapeze volume and allocation to concerned person/team</p> <p>Reviewing NOC report from Wells Fargo Bank and updating different accounts associated with corresponding pay entities</p> <p>SOP review and update on process improvement</p> <p>Training Team members about processes and systems</p> <p>Vendor liaison in accordance with the vendor setup requirements.</p> <p>Vendor query resolution in regard to pending payments</p> <p>Client-vendor co-ordination</p> <p>General query resolution</p>
Paperchase Accountancy	December20 16- March 2018	Accounts/Communications Executive (AP)	<p>Key AP processes and operations</p> <p>Client – vendors liaison</p> <p>FOH-BOH vendors query resolutions</p> <p>Bank updation and reconciliation</p> <p>Vendor reconciliation</p> <p>Payment and allocations</p> <p>Preparation of AP reports</p> <p>Preparation of Debit balance report</p> <p>Resolution of Debit balance and open invoices</p> <p>Preparation and periodic updation of Statement tracker</p> <p>Clients and vendors general query resolution</p>

Playwell Martial Arts Ltd. (London, UK)	Sept'06-Jul'08	Area Manager (sales)	Establishing client relationship with major business partners, increasing revenue Maintaining expense and revenue budget for allotted area office, organising quarterly fund-raisers to improve client base Maintaining and managing workflow of employees, organizing advertising campaigns regionally, representing company in community trade shows and conferences
Kajalwala Finishers, (Ahmedabad, India)	Jan'2000-Feb'05	Sales Executive	Selling products to other business (Business to Business Sales Scenario) including setting up meetings, maintaining contacts, presenting the product Selling products to consumers (Business to Consumer Sales Scenario) including catching consumer's attention, describing benefits and unique qualities of products Applying information obtained in research to the company sales goals, using the data to develop new products and maximize profit Analyzing sales statistics to determine sales potential and inventory requirements and monitoring customers' preferences

EDUCATION AND PROFESSIONAL TRAINING

Degree	Year	Institution	University	Percentage
SAP CRM 7.0 Certification	2011	Siemens Information Systems Ltd.	NA	75%
PGDBA	2005-06	Cromwell College	London South Bank University (UK)	72%
M.A. (Master of Arts)	1997-99	Department of English	Saurashtra University (India)	52.3%
B.A. (Bachelor of Arts)	1994-97	Prataprai Arts College	Saurashtra University (India)	58%
XII	1992-94	Parekh-Mehta Higher-secondary School	GHSEB	55%
X	1991	Secondary School- Amreli	SSC-Gujarat Board	54%

WORKSHOPS AND SEMINARS ATTENDED

- Attended a 4 day workshop on Project Management held by PMI-Pune Deccan Chapter in Feb 2004 leading to PMP Certification
- Attended a workshop on "Service fundamentals-Handling customers effectively" in April'2003
- Was part of the Kajalwala Finishers Suvidha team to design and implement the BHAG for Suvidha business for the financial year 2001-02

PERSONAL INFORMATION

Date of Birth : 5th March'76

Marital Status : Married

Passport Information : N8050733, validity: February
'2026

Interests and Hobbies : Cooking, Travelling, Internet browsing

Strengths : Strong process orientation, communication skills, Professional curiosity, Inter- personal skills, project management, multi-task.

Date: 16-03-2022