**Professional Experience**

(16th Jan 2015 – 31st Dec 2016)

**Professional Summary:**

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| * Total 2 years of domain experience in **SAP MM, SD** and **FI Module**. * Worked for Catalyzt Infotech from 20th Feb 2016 to 31st Dec 2016. * Worked for Tata Teleservices Ltd from 16th Jan 2015 to 15th Feb 2016 experience in SAP MM, SD & Finance Module. * 6 Month (Jul 2014-Dec 2014) course completion in **SAP MM Module** form Catalyzt Infotech. * 6 Month internship project completion in **Software Testing** (Manual Testing) from Seed Infotech. |

**Key Skills:**

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| * Strong in SAP MM Module. * Good knowledge of Purchase, Procurement process,P2P process. * Good knowledge of FI-MM integration. * Good knowledge of O2C cycle (Order-to-cash cycle—FI-SD integration) * Domain knowledge of SD & FI Module. * Clear understanding of Master Data – Material Master, Vendor Master, Info Record, Source list. * Strong Knowledge of MS-Office, MS-Excel, Power Point, MS-Word. * Good knowledge of software testing (Manual testing). * Good knowledge of SDLC, STLC, Black box and white box testing. * Linguistic knowledge of English, Hindi, Marathi. |

**SAP MM Skills:**

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| * Good understanding of ASAP Methodology. * Knowledge of Enterprise and Organizational structure of MM module. * Defining and assigning organization structure in Customization. * Expert in the customization of SAP Master Data – Material, Vendor, Info-record and Source List. * Experience of business scenarios in MM including procurement process for external service, stock material also scenarios including consumption based planning, Purchase Requisition, RFQ, Quotations, Price Comparison, Purchase order, Goods Received, Invoice Received, Outline Agreement, Account determination, Inventory Management. * [Optimized Purchase order](https://scn.sap.com/thread/1460891). * Logistics Invoice Verification. * Invoice Blocking and Release Invoice. * ERS -- Evaluated Receipt Settlement is the process of settling goods receipt automatically. * Different procurement scenarios and cross module integration (FI,SD,and PP). * Configuration Purchasing Order Release Strategy. * Setting up pricing procedures, Calculation Schema determination. * Automatic Account determination Process MM FI Integration & Valuation. * Inventory Management – Goods Receipt, Goods Issue / Transfer Posting, Transactions. * Movement type configuration. * Configuration of reason for Movement. * Movement Type – Goods Receipts, Goods Issue and transfer Posting, Other GR GI. * Consumption Based Planning. |

**Work Experience:**

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| **Company Name**  : Catalyzt Infotech  **Role :** SAP MM Trainer  **Technologies**: SAP  **Experience**: 20th Feb 2016 to 31st Dec 2016  **Roles & Responsibilities:**   * Develop training documentation including Instruction manuals, Training Outlines, PowerPoint Slides, Quick reference Guide, Assessments, Trainers Guides, etc. * Providing training of SAP MM Module in the classroom, SAP R/3, version ECC 6.0.   **Company Name:** Tata Teleservices Ltd.  **Role :**  Executive.  **Technologies**: SAP MM, SD, FI Module and Pulse.  **Experience**: 16th Jan 2015 to 15th Feb 2016.  **Roles & Responsibilities:**   * Create Purchase Requisition. * Negotiate with the vendor & received the final revised offer. * RFQ sent to vendors based on the requirement. * Do the price comparison and reject the vendor which price is high and place the order which price is low. * If the new vendor, we have to create the new vendor code in SAP. * Create the new material. * Generate the PO in SAP as per the agreed terms & conditions and sent the authorized PO scanned copy to concerned vendor through an e-mail. * Release PO in SAP as per the requirements. * Keep on regular follow up with vendor until the material received at our end. * Payment follow - up with our finance team. * Create new plant and storage location. * Transfer the material one plant to another plant and one storage location to another storage location. * Maintain & submit all the purchase data on monthly basis in PPT. * Handling Sales Order Process. * Manual creation of sales orders in SAP. * Modification and Deletion of sales order in SAP. * Check material price and material stock. * Check debit and credit entries in distributors account. * Rectification of storage location on the basis of warehouse confirmation. * Co Ordination with warehouse to close open sales orders. * Sharing the available balance in CP account and balance received date and time to circle finance using SAP Tools * If any issue is related to PULE and SAP then raise the ITSME and taking the follow up from PULSE team and SAP Team. * Co Ordinate with circle finance and solving queries trough mail and call using Different type of SAP Tools. * Making daily MIS of Purchase orders & share with the circle finance team. |

**Project Experience:**

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| **Project Name: Storm**  **Description:** This Project is about designing, developing and implementing high quality web based e-Business suite revolving around capturing and dissemination information on departments. The Departments involved are Sales and Marketing, Design, Operations, Purchases, Projects, Manufacturing and Finance and Administration. The e-business suite is used to ease to and increase the efficiency of the current business process being followed in the above mentioned departments.  **Roles and Responsibilities:**   * Analysis and understanding the requirement document. * Writing test cases and execution. * Involved in Smoke testing, Functional testing, Regression testing. * Generate the test case template. * Involved in creating the test report for test execution. * Extensively performed manual testing process to ensure the quality of the software. |

**Achievements:**

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| * Played Basket Ball at college level. * Played Volleyball at college level. * Participate in Mini Marathon & Road Race 2015. * Participate in workshop on technical paper presentation, Grooming and Soft skill. * Participate in the Elocution, Extompose and Debate. |

**Educational Details:**

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| **Course** | **Board/University** | **Year of passing** | **Class or division** |
| B.C.A. | Mumbai University | 2012 | First Class |
| HSC(XII) | Pune Board | 2009 | Second Class |
| SCC(X) | Pune Board | 2007 | First Class |

**Personal Detail:**

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| Present Address: | #08-132, Block 412, Bedok North Avenue Street 2, Bedok Singapore 460412. |
| Permanent Address: | Flat No 206, Shobha Empire, Near Toll Plaza, Boradewadi,, Moshi. Pune 412105, India. |
| Date of birth: | 10thJuly 1992 |
| Gender: | Female |
| Passport No: | P4400900 |
| FIN No: | G3343405M |

Date: Shital Talole