



Chetan Sitaram Mahajan

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SENIOR LEVEL ASSIGNMENTS: Over 10 Years

Result-oriented professional, targeting senior level assignments in **Business Intelligence / Process Migration / Project Management** with a leading organization of repute
Preferred Location: Mumbai, Nasik & Navi Mumbai

CORE COMPETENCIES

- **Project Management**
- **Business Intelligence**
- **Process Migration & Integration**
- **Technical Support**
- **Application Maintenance & Support**
- **Business Analysis**
- **Reporting & Documentation**
- **Resource Management**
- **Team Building & Leadership**

ACADEMIC DETAILS

- **B.Com.** from Mumbai University, in 2002

Other Courses

- Advance Diploma in Business Administration (1st Class) from Wellingkar Institute, Mumbai in 2016
- Diploma in Information Technology from C – DAC in 2001
- Diploma in Practical & Computerized Accounting (Tally) from Sterling Institute of Management of Management Studies) in 2002
- MS – CIT in 2002

CERTIFICATIONS

- Post-Graduate Diploma in Management (E-Business) 1st Class, Wellingkar Institute, Mumbai in 2017
- Oracle10G DBA Certification from Karrox Institute, Thane

PROFILE SUMMARY

- Experience in mapping business requirements implementing processes in-line with the preset guidelines
- A keen planner, strategist & implementer with success in end-to-end program management and effective management of various resources to meet project specifications; familiar with the concepts of OpenERP Application (PostgreSQL Database)
- Insightful experience in project management activities including project scoping, estimation, planning, finalization of technical / functional specifications, resource administration and quality management
- Gained hands-on experience in delivery management functions via contract management, proposal development, program / delivery level planning.
- Experience in migration of business objects using administration and maintenance of business objects
- An effective leader with proven capabilities in leading teams during the project phase, training & guiding team members and enabling knowledge sharing among the team

ORGANISATIONAL EXPERIENCE

Mar'07 - till date: PCI Pest Control (India) Pvt. Ltd., Goregaon, Mumbai

Growth Path

Mar'07 – June'07: Office Assistant / Typist Gr.-1

July'07 – Apr'11: IT Officer

Apr'11 – Jun'16: Application Support Officer

Jul'16 – Present: Senior Business Analyst

Key Result Areas

- Formulating:
 - AdHoc data and presenting to the top management as per requirement by using SQL Queries
 - Daily / weekly / monthly reports as per various department requirements
- Recognizing and reporting errors in ERP data while testing and preparing SQL queries to ensure accurate business requirements
- Working on OpenERP application (PostgreSQL Database)
- Acting as a team member and providing technical and functional support for CRM Software to the end users
- Supervising Assistant Manager/Developers for designing database (Mysql) as per various department requirements
- Rendering assistance to the branches for Internal CRM Software LMS
- Spearheading data transfer from branch to consolidation server for allocated branches
- Providing Tally support for data transfer from ERP to Tally

Significant Achievement

- Received the **Certificate of Merit (PCI) Award** in recognition of Exemplary Performance 2015-2016
- Formulated SQL Queries in coordination between ERP Project Managers and developers in order to extract data from OneCall Internal CRM Software(MySQL) to migrate to OpenERP (PostgreSQL)
- Played a key role in installation of open source BI Application SpagoBI and developing queries as per reports specifications
- Created reports in SpagoBI Studio Deploy reports on SpagoBI Server, OpenERP Modules Reports - CRM / Sales / Operations / Accounts.
- Developed roles and users for PAN India to access reports Management Reports - VP / GM / DM / BM Functional Reports - Back Office / Sales Executives

MAJOR PROJECTS EXECUTED

Title: ERP to Tally Bridge Program

Period: 2016-2017

Summary: The aim of this project was gathering software requirements/business rules and ensuring alignment with development teams, Interacted between business and technical personnel to ensure a mutual understanding of processes and applications.

Title: SpagoBI

Period: 2014-2016

Summary: In this project worked on installing and maintaining opensource BI Application SpagoBI. Developing queries as per reports specifications. Design reports in SpagoBI Studio Deploy reports on SpagoBI Server. OpenERP Modules Reports - CRM / Sales / Operations / Accounts Created Roles and users for PAN India to access reports Management Reports - VP / GM / DM / BM. Functional Reports - Back Office / Sales Executives.

Title: Establishment Department

Period: 2011-2012

Summary: In this project evaluated the existing day-to-day work procedure of establishment Department and understood user requirements and conveyed the same to Tally Developer. Developed a complete workflow for Establishment Department which includes created accounts (expense ledgers) & inventory masters (stock items, godowns), requisition note, purchase order, stock transfer note and maintaining day-to-day Cash & Bank Book Entries.

Title: CRM Software Deployment

Period: 2009-2010

Summary: The aim of this project was managing installation of CRM Application Server at Delhi Division (Central Delhi, North Delhi, Gurgaon, Karnal Noida). Converted Old Application Ms-Access Data to MySql Data. Conducted training for Branch Manager /Back-Office / Call Center / Customer Service Executives of CRM Application.

Title: Green Grower

Period: 2008-2009

Summary: This project was based on evaluating the existing day-to-day work procedure of Green Grower from the foundation of Green Grower they are working manually. Cataloged the Inventory in Tally. Created more than 1200 Stock Items (Plant Names), 199 Stock Groups (Plant Groups), Expense Ledgers, Creditors, Debtors Ledgers.

PREVIOUS EXPERIENCE

Jul'04 – Feb'07: Narosa Publishing House Pvt. Ltd., Navi Mumbai as Accounts Executive

Jul'02 – Jun'04: Girija Electricals, Kalva, Thane as Accounts Assistant

IT SKILLS

Operating Systems: Ubuntu(Linux), Windows, CentOS (Linux)

Database Administration Tools: PostgreSQL(PHPPgAdmin, pgAdmin), MySQL(PHPMyAdmin, MySQL Workbench)

PERSONAL DETAILS

Date of Birth: 17th September 1981

Languages Known: English, Hindi and Marathi

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