**SWATI AGGARWAL**

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**SAP & PROJECT MANAGEMENT CONSULTANT**

**Conscientious, proactive, performance driven and goal oriented professional** with 8 years of progressive expertise in leadership and problem solving for engineering, IT & consultancy industries. Keen understanding of business priorities, versatile, innovative, echt team player and committed to manage operations & projects flawlessly. Cross-functional communicator simpatico to interface between managers and clients. Recognized for consistent success in developing various strategies, processes and procedures to streamline operations. Resourceful SAP consultant with hands-on experience on SAP-MM implementation. Active listener and quick learner with strong analytical and problem solving skills.

**AREA OF EXPERTISE**

* ERP business applications
* Concept Analysis & Data Structures
* SAP R/3, ECC 6.0 Environments
* MM, PM, SCEM/ SCM/ SD
* Change Management
* Strategic Planning
* Workflow Process Analysis
* Agile Methodology
* Process Improvement

**PROFESSIONAL TRAINING**

* Project Management Professional (PMP) Certificate
* Green Belt in Six Sigma Certificate

**PROFESSIONAL EXPERIENCE**

1. **Infosys India LTD,** **Bangalore, India, November 2014 - Till Date**

Infosys Limited (formerly Infosys Technologies Limited) is an Indian Multinational Corporation that provides consulting, information, software engineering and outsourcing services round the Globe.

1. **SCM Module (Procurement, Work Management & Supply Chain) and Change Management Consultant Lead**

**Role:** Team Lead

**Project:** Utilities Account

**Responsibilities - SCM Module**

* Project requirement analysis, providing work/project estimates to client, ensuring timely delivery of objectives and formulating unit test plans.
* Frequent interaction with client for requirement analysis, manage/co-ordinate with offshore team (India) for addition/alteration in codes and onsite team for testing of new developments.
* Responsible for scheduled, optimal & quality deliverables of development to client.
* Works on break fixes and minor enhancements as per SLA**.**
* Create RFP as per technical requirements/ proposals from clients and converting them to functional specification for developments.

**Responsibilities - Change Management**

* Understand client requirements/ expectations and communicate the same to development team with timeline using Agile Methodologies.
* Managed to harvest the best skills from various team which were geographically dispersed while overcoming their organizational and cultural differences.
* Creative team head and single point of contact for client.

1. **SAP Module Material Management Enhancement and Change Management** **Consultant Lead**

**Role:** Team Lead

**Project:** Aero base Account

**Responsibilities - MM Module**

* Preparing the Functional Specification document as per user’s requirement and liaising with the ABAP Technical team for enhancement of the same.
* Managed quotation approval process for the enhancements from various stakeholders.
* Efficiently managed Roll-Out & UAT (User Acceptance Testing) phases and successfully resolved go-live issues while coordinating between user & various teams.

**Responsibilities - Change Management**

* Designed/ redrafted RFP (Request for Proposal) for client for enhancing their process as per market requirements.
* Created and efficiently designed various documentation for new business deals.
* Efficiently managed end to end process for new project initiatives.
* Creative team head and single point of contact for client.

1. **SAP Module Material Management Support and Change Management** **Consultant Lead**

**Role:** Team Lead

**Project:** USA Railway Account

**Responsibilities - MM Module**

* Preparing Business Process Requirement Documents.
* Data Migration.
* User Training & Ticket/ Incident Handling.
* User Acceptance & System Integration Testing.
* Exceptional data reporting to the management on monthly basis.
* Cross-functional communicator for alignment during various Roll-Outs and Hyper-Care project.

**Responsibilities - Change Management**

* Project Release Management Consultant.
* Introduced strategy from Hindu mythology Mahabharata to streamline the role & responsibilities of team member to achieve required results, which helped client in saving many precious human hours and capital. Highly appreciated by client as well.
* Efficiently managed Roll-Out & UAT phases (User Acceptance Testing) and successfully resolved go-live issues while handling & educating the client’s users about their reluctance to accept the change in the process.
* Collaborated with team to develop effective strategies which lead in achieving desirable deliverables efficiently.

1. **SAP Material Management Implementation and Change Management** **Consultant Lead**

**Role: Team Lead**

**Project:** Swiss agro-business account

**Responsibilities - MM Module**

* End to End implementation requirements for the global projects.
* Business Model To-Be/ As-Is creation.
* Master Data Creation & Migration of data through LSMW.
* User Training.
* Configuration of MM Organization unit and assignment to overall structure.
* Configures Material types, Number ranges (external numbering) for material master, PR, PO and changed the field status of the material master records as per the user requirements.
* Defined Release Procedure for Purchase Requisition and Purchase Order.
* Configuration of Price Determination Process.
* Implementation of Consignment Process.
* Configuration of Quota Arrangement.
* Configuration of Logistic Invoice Verification.
* Configuration of Automatic Account Determination.
* Configuration and Implementation of Batch Management.

**Responsibilities - Change Management**

* Lead Procurement consultant and worked on Projects roll-out & go-live phases.
* Hands on experience on creating documents and analysis during various process change and cultural behavioral change management during end to end implementation requirements for the global team.
* Single handedly managed data migration phase on multiple SAP MM Module objects.

1. **SAP Material Management Implementation and Change Management** **Consultant Lead**

**Role: Functional Consultant MM Module**

**Project:** FMCG Account

**Responsibilities - MM Module**

* Configuration of MM organization unit and assignment to overall structure.
* Migration of data through LSMW.
* Configuration of Price Determination Process.
* Defined Release Procedure for Purchase Requisition and Purchase Order.
* Controlling the SLA and Project Work with BPR creation.
* SAP Project Release and Change Scheduling.
* Support Onsite Cross Functional team.
* Creation of RFP (Request for Proposal).

**Responsibilities - Change Management**

* Change Management Consultant for Support & Maintaining Project with the enhancing portfolio, program & control frameworks supporting with the timely deliverables, particularly during planning phase for disseminating relevant information and requirement gathering.
* Release Management Team lead from off shore for SAP Project Release.
* Change Scheduling, managing project through planning and strategic phase.

1. **Caterpillar India PVT LTD, Bangalore, India June 2011– April 2014**

Caterpillar is the world's leading manufacturer of construction & mining equipment, diesel & natural gas engines, industrial gas turbines & diesel-electric locomotives.

1. **Change Management**

**Role:** Change Management Team Lead

**Project:** Construction and Mining Equipment

**Responsibilities:** Organization and assignment Overall Structure

* Plan, execute, and finalize projects within triple constraints of delivering on time.
* Maintaining budget and scope objectives.
* Hiring new resources and coordinating team efforts.
* Project delivery according to Business Requirement.
* Identify, effectively communicate project status and resolve project issues & risks.
* Develop Risk Mitigation plans.
* Coach, mentor, and motivate team members, influencing them to take positive action and accountability for assigned work.
* Implementing stakeholder requirements for change design and validation of workflow process.
* Streamlining work break down structure.
* Demonstrated outstanding leadership and superb project management skills, consistently scoring 90% or greater on Customer Satisfaction surveys distributed to study delivery managers during project initiation, monitoring, and close-out phases.

1. **Business Analyst – Master Data Management and Material Management (SAP MDM & SAP MM)**

**Role:** Business Analyst

**Project:** Construction and Mining Equipment

**Responsibilities:**

* Accountable for managing and delivery of critical projects scenarios of costing, estimating & planning.
* Managing Procurement activities for organization.
* Implementing the Controlling phase which is cost-effective in vendor management.
* Directing the development and implementation of Key procurement strategies.
* Managing data migration roll-outs & enhancements at global front and providing analytical support for all projects conducted by the team.
* Risk Mitigation Controller.
* Created monthly financial and technical reports of any known issues/risks in global meetings from the analyst perspective.

**EDUCATION & PROFESSIONAL TRAINING**

* MBA-Information System Management, University of Petroleum & Energy Studies, Dehradun, India
* Bachelor in Computer Application, Banasthali University, Jaipur, India

**PERSONAL** **SKILLS**

* Solution Oriented
* Relationship Building
* Detailed Oriented
* Decision Making
* Perseverant
* Attention to Details
* Flexible & Adaptable
* Confident
* Positive Attitude