SADASIVA REDDY SANTOSHAM

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**PROFESSIONAL SUMMARY:**

* PMP certified professional with 9 years of career experience in which 2 years into Project Management, 1 + years into SAP ARIBA, 2 years into SAP Material Management, 1.5 years into Project Management Office, 2 years into Engineering CAD. Management.
* Cross functional experience into various domains such as ERP implementation, Project management office, Engineering Product Data Management/Product Life cycle Management.
* Originated standard operating procedures and ensured compliance in operating procedures and policies and provide support to project objectives.
* Excellence in collaborating with leadership teams to evaluate technology challenges, defining new structures and creating a governance model of enterprise architecture for business, data, applications and technology within the organization.
* Determined and documented lessons learned through post-project reviews and integrated findings into project documents.
* Experience in defining schedules and work break down structures to address key constraints such as scope, deliverables, costs, timescales, resource requirements and milestones.
* Strong communication, team building skills and ability to coach and mentor the team.
* Strong knowledge of Project Management methodology and PMBOK and PMI standards across various processes and process groups.
* Proficient in MS Project, MS Office, Primavera.
* Strong knowledge on SAP Ariba,SAP MM, Fully Trained in S/4 HANA Simple Logistics.
* Certified Six Sigma Green Belt by Caterpillar and Mahindra Satyam.

**CORE COMPETENCIES:**

* Cost Reductions & Process improvement projects
* Training and mentoring
* Resource Management
* Team leadership
* Project/Program management
* Strategic planning
* Product Data Management
* Product Lifecycle Management
* Six sigma methodolgies
* Engineering Change Management
* Engineering Data Management
* Engineering Data Conversion/Migration
* Project Management Office
* SAP PLM(DMS & ECM)
* SAP MM
* S/4 HANA Simple Logistics
* SAP ARIBA

**ACADEMIC DETAILS:**

Master of Science in Information Technology (2006-2008).

- Edinburgh Napier University, Edinburgh, UK.

Bachelor of Technology in Mechanical Engineering (2001-2005)

- Jawaharlal Nehru Technological University, Hyderabad, INDIA.

Certified Project Management Professional - PMP

-Project Management Institute.

**ORGANIZATIONAL EXPERIENCE:**

**Mar’12-May’17: Caterpillar Inc (Chennai(India)/Peoria (USA))**

**Designation: SG-21**

**Project : Central Catalog Global Roll out Client : Caterpillar Inc**

**Duration : May 2015-May 2017 Role : Jr.Project Manager**

**Responsibilities:**

* Project Lead for development and deployment/roll out of robust Engineering central catalog integration across Caterpillar global facilities, Led this project across various phases from initiation to delivery of various groups of Engineering data catalog across PLM systems for Caterpillar global engineering applications.
* Project Coordinator for PLM/PDM Maintenance project with strong understanding of Business requirements, process flow, Development life cycles.
* Chaired central steering committee meetings and shared lessons learned and best practices with various stake holders.
* Migrated the Central Catalog Data management of schematic catalog’s from US to India, and took over the full ownership of Central Catalog Data Management and ensured smooth transition, Implemented Data generation from Offshore and was successful in transporting the catalog data to client systems.
* Created Multiple SOP’s(Standard Operating Procedures) ,Technical Documents, Process charts for future Data admin’s/Team Lead’s and also for AS-IS status for further reference, Created training materials for End users and conducted training sessions(Virtual & Classroom) for End Users.
* Tracked and updated all decisions, risks, and action items to ensure project is on track and within scope as well as followed up with stake holders to make sure the issues were resolved and further managed multiple program administration files, project logs, program project documents, training materials and schedules in internal PMIS.

**Project : Ariba P2P/Supplier Relation Client : Caterpillar Inc**

**Duration : Mar 2014-May 2015 Role : Sr.Analyst**

* Strong Functional experience in Ariba Downstream Process(P2P, Catalogue Management).
* Strong Functional knowledge in Ariba upstream Processes (Sourcing, Contract Management).
* Strong experience in Ariba P2P administration - covering user management, integration, catalogs, supplier management, master data issues, etc.
* Strong knowledge in maintaining the ordering process , monitoring ordering methods, maintaining supplier/buyer network, Pcards and maintaining various catalogs such as punch-out catalogs, XML catalogs, CIF catalogs etc.
* Good Experience with designing,updating Ariba csv master data files/Templates.
* Provided Ariba Buyer Production Support and Test/validation of procurement application from Ariba network.
* Supported during end-to-end validation and project documenation, Sop’s for Ariba P2P process.
* Strong knowledge on Ariba Integration with customer backend ERP Systems using Ariba middleware Integration Tool Kit (ITK).
* Coordinated with various stake holders and worked with ariba support teams to solve integration/configuration issues during system integration testing,unit testing, user acceptance testing and go-live issues.

**Project :Bucyrus Upgrade Project(SAP MM) Client : Caterpillar Inc**

**Duration : April 2012-Feb 2014 Role : Sr.Analyst**

**Responsibilities:**

* Documented client’s requirements of AS-IS and TO-BE Process and updated into business blue prints (BBP).
* Understanding the business requirements, and designing TO-BE business processes in BBP and taking sign-off in BBP. Caterpillar has P2P process such as domestic process, import procurement process, RFQ, contract process, inventory management.
* Data Migration and Data Conversion from Legacy to BDC Usable formats. Handled Material Master (all Material Types), Vendor Master, Taxation related changes in Master data, and initial stock upload.
* Definition of Organizational Unit hierarchy such as plants, storage locations, purchasing organisations, groups and their assignments.
* Configuration of Materials Master including definition of required views, Number Ranges for Material types.
* Vendor Master configuration, creation of Account Groups,purchasing groups usage of Partner functions and Partner Schema determination and their assignment to document types and account groups.
* Configuration of P2P cycle (Purchase master data and Purchase documents such as Requisitions, Request for Quotation (RFQ), Maintaining quotations, Info records, Purchase order).
* Definition of Release Procedures for Purchasing documents with & without Classification.
* Definition of Message types, Access sequences, Message Determination Schema for Output Control of Purchase orders.
* Defined MRP planning strategies, consumption logic and maintaining PIRs for various product lines.
* EDI: Setting partner profiles, Output processing Fax, Mail communications.
* Provided Technical support to end users in the Procurement Transactions such as Purchase Requisitions, RFQs, Maintaining Quotations, Price Comparison, Creation of Contracts and Scheduling Agreements, Maintaining Delivery Schedules.
* Provided Technical support in the Maintenance of Material Master, Vendor Master Data.
* Coordination during Business testing, Regression testing and moving the change to Production System.

**Nov’10-Mar’12: Mahindra Satyam Limited**

**Designation: Band S**

# Project Management Office(PMO) Role :PMO Analyst

**Responsibilities:**

* Managed multiple Program Administration folders/files on Project Management Information System and Project Database, and maintained Project Logs, program project documents, training materials and schedules in MS Office Suite.
* Monitored and tracked the progress of the projects and programs assigned to the PMO by collaborating with project managers and ensured corporate Portfolio Management tool was updated with current status, issues, risks, risk mitigation plans and budget information.
* Created, updated, maintained and revised all meeting materials, the meeting agenda, presentations, continuous improvement scorecards, and dashboards.
* Gathered information for overall reporting on information technology projects and provided weekly dashboards to senior management.
* Assisted in gathering project requirements, setting up the project budget.
* Tracked and updated all decisions, risks, and action items to ensure project is on track and within scope as well as following up with team members and management to make sure these issues were resolved.
* Developed process for monitoring vendor invoice submissions for project actual spent hours and payouts using six sigma DMAIC,resulting in total project cost reduction by 9%.
* Served as six sigma green belt for this project and reduced Vendor's Average hourly Cost of Engineering Drawings/Rework from $96 to $42 through DMAIC approach.
* Managed and built relationships between vendors and management for all financial and resource matters to ensure smooth flow of information and timely assistance when needed.
* Facilitated and Coordinated trainings for project resources (e.g. functional ERP modules,Soft skill/Leadership Trainings) and and further attended those trainings along with project team as a part of continuous professional development.
* Administered Project portal such as arranging folder structure and project documentation and permissions for project team.

**Aug’08-Sep’10: Virtual Interconnect Ltd, Glasgow (U.K)**

**Designation: Graduate Engineer Duration : Aug 2008-Sep 2010**

**Responsibilities:**

* Worked with a variety of clients on various projects from conceptual design through to manufacture in the harness manufacturing sector, consumer product, and Automotive & specialist vehicle sectors.
* Coordinated with client's engineering and manufacturing personnel to establish design content, delivery dates, and documentation as per the client's existing processes.
* Worked on major and minor designs and re-designs on various products used for cryogenic temperature control systems for trailers and trucks and customized object links such as engineering drawings, Assembly files, Large Assembly Management, Bill of material, layouts, data definition and data restructure.
* Defined and applied client’s engineering and documentation standards including parametric modeling criteria, assembly structure, design techniques and drafting standards along with GD&T (geometric dimensioning and tolerance) as required and ensured all modeling and documentation meet client's standards and expectations prior to final delivery.
* Product data management for various Data Libraries and Engineering Logical data for engineering applications in PDM Package for Electrical Schematic Tools. Generated Data libraries as per ISO, IEEE, and BS EN for PDM in regard with cross-functional clients.
* Production support activities in SAP Document Management system (DMS) & SAP Engineering Change Management (ECM).
* Redefining the document types and status network, change types and approval process.
* Validation of Material Masters, BOM’s, ECR/ECO, Change Master, DIR.
* Involved in understanding requirements and FS review for other Team members.

**VISA DETAILS:**

**Australia Permanent Resident**

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