**Martin Howard**

Elstree, United Kingdom – 07790877931 – martind.howard@gmail.com

**IT Manager / Implementation Consultant Profile**

**Project Management – IT Planning – Consultancy Services**

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| **Process Improvement**  **System Administration**  **Technical Recommendation**  **Financial Systems Support**  **Networking/Configuration**  **Staff Training & Leadership**  **Software Integration**  **Resource Management**  **Requirements Analysis**  **Costing & Budgeting**  **Windows and UNIX Support** | Results-driven professional with extensive experience providing expert consultancy services to develop and implement IT systems.  Excellent skills in implementing ERP nominal, sales, and purchase ledgers, managing design activities, and ensuring successful roll-out of complex transformation programme. Have wide experience in operations, manufacturing engineering and finance. Worked in TV manufacturing as well architectural components  Skilled troubleshooter continually focused on identifying, isolating and resolving technical issues.  Adept at combining expert legal, technical, management and diplomatic skills at the highest organisational levels to set strategic direction.  Accomplished communicator building work relations with IT and business department. Operational command over English, French, and Russian. |

**CAREER ACCOMPLISHMENTS**

* Secured high value projects through implementation support of EPICOR Vantage business system and structured analysis as well as development of documentation system.
* Established, re-structured, and installed IT infrastructure to stabilise networks, introduce backups, disaster recovery, and secure processes at United Synagogue.
* Championed financial systems replacement software and applying fundraising and CRM systems. IT manager of Baan implementation at European Telecom 150 Users involved.
* Project managed one of the fastest SAP implantations in the country.

**Professional Experience**

**Civica limited ⎯** Rickmansworth, Herts 2014-Present

**Financial Systems Support Consultant**

Deliver robust support and expert opinion to staff members for maintaining financial systems and resolving escalated technical issues. Manage modules, including nominal, sales and purchase ledger, cash book, purchase order processing, sales invoicing, fixed assets, reporting, and system set-up. Recommend ground-breaking ways to implement and use system, advising on technical and hardware aspects.

* Accomplished target of the highest number of calls by rendering impeccable services.

**BNP Paribas ⎯** London 2012-2013

**Financial Systems Support Analyst**

Crafted, assessed, and rolled out innovative systems as well as spearheaded high-growth ventures within time and budgetary constraints. Controlled call logging and change control system by keeping users up-to-date with progress during calls. Co-ordinated with development teams and third party providers for executing and updating financial systems. Provided analytical support for navigating reporting system and delivering immediate solutions to user, formulating and communicating non-standard reports

* Improved operational efficiency of IT services by enforcing end-to-end controls to oversee release management processes.
* Identified and mitigated finance system shortfalls through collaboration with finance department.

**Independent Consultant**

Supported local business and home owners to determine IT issues and develop network and hardware solutions, upgrading software to satisfy organisation’s requirements.

**JAT Charity ⎯** Edgware, Middlesex 2009-2011

**Office Manager**

Led and controlled all facets of office administration by utilising a wide range of office software and QuickBooks Financial Software. Steered out overhead and gift aid analysis and reconciliation to ensure seamless working. Maintained management accounts and lend IT desktop and network support to staff members for unhindered business operations. Created management reports and disseminated progress report to senior management.

* Cultivated strategic relations with charity and third parties.

**Royde & Tucker Limited ⎯** Hitchin, Herts Manufacturer of high-class metal hinges 2007-2008

**IT Manager**

Co-operated with external consultants for administering design and upgrade from Epicor Vantage 6.0 to Epicor Vantage 8.34 business system. Conducted in-house testing for successfully completing key project. Used crystal reports and conceptualised user manuals for producing monthly sales and financial management information. Provided daily support for employing desktop systems, Windows 2003, exchange 2003, small business systems servers, SharePoint, and infrastructure to attain set goals.

* Organised training for end users with a focus on professional development and multi-skilled team competencies.

**United Synagogue ⎯** London 2004-2007

**IT Manager**

Managed IT budget and controlled expenditure on infrastructure and connectivity whist negotiating with suppliers for developing cost-effective solutions. Lent support for maintaining 43 sites plus 100+ personnel based in head office. Completed strategic projects, including selection and installation of replacement nominal, sales, and purchase ledgers, initiating remote connection to synagogues for an improved level of support. Stabilised IT systems by putting in place backups and disaster recovery. Drove outsourced support organisations and installed Avaya telephone system within strict timeframe. Administered communication programme to enhance user confidence.

* Mounted innovative financial system and updated telephone system to acquire win-win targets.

**Additional experience**

IT Director, Lotuswise Limited, Eastcote, Middlesex

Financial Support Analyst, Ramtac Limited, Berkhamsted, Herts

Integration Manager - Enterprise Systems, European Telecom IT Manager of Baan V - part of Infor Also managed Lawson LM3 systemMajor distribution systems including warehouing

Product Manager/Manufacturing, Navision Software, Elstree, Herts

MIS Manager, Network Group Holdings PLC, Elstree, Herts – Manufacturer of Televisions

Financial Consultant, Self-employed, Elstree, Herts

IT Lecturer, Middlesex University, London

**TECHNICAL PROFICIENCIES**

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| **Software**: | MS Office - Project, PowerPoint, Word, Excel, Outlook, MS SQL Server, MS Exchange, SharePoint, Informix DB, Web software, Payroll Systems, Crystal Reports, Sophos Anti-Virus, JIRA, Confluence |
| **Packages**: | EPICOR Vantage, SAP, Navision, Civica RESOURCE, Baan ERP 5.0, KERRIDGE, QuickBooks |
| **Networks**: | Hubs & Routers–HP, Cisco Routers, Sun E4500, E450, DHCP/DNS/WINS/TCP/IP, Dell PowerEdge Servers, IBM RS/6000, HP Series 900, Avaya IP Office Telephone Systems |
| **OP Systems:** | Windows Server 2003/2012, Windows (7, 8, 10), Sun Solaris, HP-UX; AIX; Oracle |

**Education & Training**

**Bachelor of Arts (Hons.), Business Studies** **|** LEEDS UNIVERSITY

Navision Financial Management **|** Navision Manufacturing, UNIX Systems Administrator **|** Informix DBA **|** ABAP/4 SAP R/3 **|** Leadership Programmes, including First Aid & Health & Safety

I have the ability to communicate at all levels from shop floor to CEO. I am able to communicate technical ideas to non-technical people and from non-technical people to technical.

As IT manager I have always kept a tight rein on finance and have always come under budget.