**Name: Martin Booker**

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**PROFILE**

I am a highly motivated, ambitious and hard-working individual, I am often recognized for my commitment and ability to utilise the organisational, project management and communication skills developed through my previous career choices. I can handle multiple tasks daily competently, working well under the pressure to achieved both personal and business objectives. I have a clear, logical mind with a practical approach to problem solving and a drive to see things through to completion. I enjoy working on my own initiative or in a team. In short, I am reliable, trustworthy, hardworking and eager to learn and have a genuine interest in furthering my career.

**EDUCATION & TRAINING**

**Farnham College (1990 – 1992)**

A level Maths – B

A Level Physics – A

**Weydon Secondary School (1986 – 1990)**

GCSE Maths – A, Environmental Studies – A, English Lit & Lang – Both B, French – B

GCSE Physics – A, History – B, Art – B, PE – A

**Business Qualifications:**

Prince 2 Project Management Foundation and Practitioner courses in October 2014

Lean Manufacturing, Kanban and other Lean Principles with Nokia Internal specialist courses

Advanced in Microsoft Word, Excel, PowerPoint, Project, One Note and Visio

AutoCAD intermediate level

SAP MM Super User (2002 – Present Day)

SAP MM configuration certification - 2015

SAP PP & Outbound Logistics – Super User Cover

SAP SD & FICO – Have better knowledge than an end user but not as quite as a Super User

SAP Basis & Security – Have better knowledge than an end user but not as quite as a Super User

Diploma on Holiday Rep - 2017

**Personal Achievements:**

Duke of Edinburgh Award – Gold level

Passed Gliding proficiency with Air Cadets

Passed Flying Scholarship with Air Cadets

Attained level of Flight Sergeant

**Skills:**

**Project Planning, Luxury Goods, Process Improvement, Manufacturing, Product Development, Change Management, Retail, Supply Management, Continuous Improvement, Merchandising, Product Management, Telecommunications, Lean Manufacturing, Business Process Improvement, Fashion, Wholesale, Visual Merchandising, Store Management, Production Planning, PRINCE2, Cost Control, Cost Reduction, Analytical Skills, Supply Chain Management, Project Management, Strategy, Forecasting, Inventory Management, Procurement, Enterprise Resource Planning (ERP), Material Requirements Planning (MRP), SAP implementation, Warehouse Operations, Security, Inventory Control, SAP, Microsoft Office, Cross-functional Team Leadership, Team Leadership, Customer Service, Team Management, Camstar MES, Sales and Distribution, Reporting, SAP BASIS, SAP PP, SAP MM**

**KEY ACHIEVEMENTS (Projects):**

I have Project Managed various small projects and Kaizen events to improve current processes and efficiencies on a tight budget and due to be a Systems Key User (Especially SAP and Camstar), I was involved in all the big IT system projects too. Here are some of the Projects below.

**Project Orlando** – Moving Out of Box Accessories Operation from Netherlands to UK and the system setups required to support this saving the business over £1M

**Project River** - Designed, tested and approved new end to end SAP ECC6.0 installation in the global business after taking over

**Ecommerce Channel** -Designed, tested and approved the installation of a 3rd party Ecommerce software package to introduce online procurement of product, including integration with SAP.

**EPOS Rollout** – Designed, tested and approved the installation of the new POS system from Eurostop.

Led one of the 2 persons team to complete the installation and train the Sales staff in 62 Global business owned stores in the UK, France, Germany, Italy, Monaco, Macau, China, USA, Hong Kong, Singapore and Taiwan over a 3-month period travelling full-time.

**Project VMES** -Designed, tested and approved the installation of a new MES system in the Manufacturing Plant including integration with SAP for Master data updates and Production Order control and outbound shipments to managed IMEI serial numbers

**Project Material Reduction - I**ntroduced kitting of the expensive and or precious materials in the warehouse, a SAP controlled 2 bin Kanban system in production to reduce the material holding on the Production Shop floor outside the bonded warehouse environment from £2.9M to £300K

**Project IM** – Designed and set up improvements in the warehouse environment to become efficient and automated. Including Shelf life management, automated Inbound ASNs and Goods in Workload reporting & resource planning report

**Project AMS -** Completed a full assessment of the global material process for our 6 Own Service Centres and 4 Third party SC to make changes to increase efficiency in our Procurement and ordering processes

**SAP End to End implementation** – I have been involved in 2 of these, both at Vertu. 1st when business was created (worked with Nokia who was the parent company and Accenture who supported SAP for Nokia then), 2nd when Nokia sold us off when Microsoft bought the Nokia Mobile Phones business in 2015, both as a SAP Super User, so helped create blueprints, Process mapping, liaised with SAP consultants and programmers to get the correct set up in SAP plus any improvements we could make to produce a leaner process. I also wrote Test scripts, completed the tests and gave final business approval on MM, IM, PP and Logistics side of SD.

**EMPLOYMENT EXPERIENCE**

**Business Integration Analyst (SAP Super User) Temp Maternity Cover, Church & Dwight January 2018 to January 2019**

* Process mapping current processes and potential quick win improvements, and final preparations creating Master Data upload files, cross checking stock and Material values are correct, gathering required data for upload, analysing these files to correct any issues beforehand, testing, producing documentation, creating Test Scripts and Go Live management and end user training
* Supports global super users and business process teams with major emphasis on SAP ECC application. This position requires resolving functional problems.
* Acts as the local business hours in-person support resource and provides local support.
* Monitors training needs, develops/updates documentation content, and delivers training as appropriate across the global business.
* Conducts business needs analysis, documents result as business requirements and proposed related business process changes and validates the needs with business leads.
* Process Mapping and future state development
* Organizational skills with attention to detail
* Liaises between business users and IT counterparts to design, develop, test, and deploy enhancements, fixes, upgrades, etc.
* Provides input to aid in the design of business processes and preparation of functional specs for development activities including reports, interfaces, conversions, enhancements, and forms.
* Participates in testing activities to ensure that the solution meets the business requirements and that new functionality and enhancements do not adversely affect existing functionality.
* To co-ordinate customer introductions and changes to other C&D systems include EDI systems.
* To work with users to ensure change requests and developments are in line with a consistent European operational solution and alignment with Corporate business process policies.
* To work with Master Data Management team to ensure data entry requests are compatibility with business systems and business process requirements whilst ensuring that business users are educated to improve the quality of systems usage and data provision going forward.
* To manage SAP Security and Segregation of Duties in line with SOX audit compliance
* Experience using SAP essential (including modules such as Materials Management, Sales and Distribution, Production Planning, and Master Data).
* Three or more years of Information Systems experience managing information related technologies and resources or supporting information systems.
* Using Kaizen events, PMFEA, waste walking, observation events, process mapping As-Is or To-Be, Value Stream Mapping, Concern & Corrective Actions, rapid improvement events and Lean Manufacturing tools
* Completed end to end testing in SAP when implementing new upgrades or software changes. Used test tools like HP Quality Center and SAP Test module. Also helped write the test scripts to upload to these systems.
* Experience delivering change management and support infrastructure.
* Proactive, positive can-do attitude is essential.
* Customer focused with strong interpersonal skills.
* Excellent analytical and problem-solving skills.
* Workshop management
* Continuous business improvements

**Business / Inventory Analyst & Interface Controller, Alcon Ltd (Temporary) January 2017 to January 2018**

* Requirements gathering **on** Software implementation and integration
* Monitors training needs, develops/updates documentation content, and delivers training as appropriate across the global business
* Analyzing business processes and workflows with the objective of finding out how they can be improved or automated.
* Process Mapping and future state development
* Organizational skills with attention to detail
* Strong analytical background with an innovative mind set
* Writing policies and procedures
* Best practice knowledge to guide customers in automating processes, improving efficiency and enhancing the employee experience
* Analyse sales data to determine inventory turns and overall material requirements
* Work closely with technical leads and business stakeholders
* Understanding of business data flow and processes
* Lead Procurement and warehousing areas on tracking, managing inbound materials which are critical for Service centres or Production.
* Analysed business & inventory data from SAP to highlight risk areas, further improvement and liaise with Sales, Planning & Procurement on shortages and DOS, maintaining monthly KPI data supplied to Supply Chain Management. The KPI results went towards bonuses.
* Data and processes analysed across the global network not just a single country / factory
* Analysing across EPOS, SAP and MES systems to enable complete analysis from Procurement to Cash including internal procurement of materials, managing materials internally, productive systems used in the manufacturing processes through to sales to customers in the stores.
* Using Kaizen events, PMFEA, waste walking, observation events, process mapping As-Is or To-Be, Value Stream Mapping, Concern & Corrective Actions, rapid improvement events and Lean Manufacturing tools
* Completed end to end testing in SAP when implementing new upgrades or software changes. Used test tools like HP Quality Center and SAP Test module. Also helped write the test scripts to upload to these systems.
* Proven ability to run workshops and training sessions to enhance the business employees work ethic and daily workload
* Metrics analysing Stock Accuracy, Forecast & MRP Accuracy, DOS, Inventory performance, Scrap %, Expiration Performance, Stock management, Retail v 3rd Party v Ecommerce Sales Analysis
* SAP Super User supporting Supply Chain as level one issue support
* SAP/MES representation in all business projects helping to create blueprints, UAT & PAT testing and sign off business approval from a MM/PP and integration with production systems.
* Knowledge and process management in SAP improved with the understanding of working with Batch Management, WMS and serialisation.
* Master Data, Bills of Materials & Batch Number creation
* Excellent analytical and problem-solving skills.
* Workshop management
* Continuous business improvements

**SC Project Management Specialist & Support Analyst (SAP Super User), Vertu Ltd November 2007 to Dec 2016**

* 2 full SAP installations & 3 upgrades under Nokia and Vertu, including creating Business Blueprints, Process mapping current processes and potential quick win improvements, and final preparations creating Master Data upload files, cross checking stock and Material values are correct, gathering required data for upload, analysing these files to correct any issues beforehand, testing, producing documentation, creating Test Scripts and Go Live management and end user training
* 15yrs experience as a SAP Super User in modules Materials Management, Master Data, Production Planning and Sales & Distribution knowledge to get a better understanding of cross-over issues and interlinking (Providing Tier 1 Support to 360 End Users)
* Initially MM super user, as staff left the business instead of replacing, I took on the role to support PP and help SD
* Completed end to end testing on multiple occasions in SAP when implementing new upgrades or software changes. Used test tools like HP Quality Center and SAP Test module. Also helped write the test scripts to upload to these systems
* Analysed business & inventory data from SAP to highlight risk areas, further improvement and liaise with Sales, Planning & Procurement on shortages and DOS, maintaining monthly KPI data supplied to Supply Chain Management. The KPI results went towards bonuses.
* Route Cause Analysis using tools such as A3, Problem Solving and lean manufacturing skills, among other
* Lean Manufacturing 5S, Process Standardization, Visual Management
* Process, Value stream mapping and future state developments and improvements
* Using Systems and data platforms such as MS Office, Visio, ERP and interacting systems
* Monitors training needs, develops/updates documentation content, and delivers training as appropriate across the global business
* Implement Operational Excellence & Continuous Improvement throughout the organization by using Lean principles
* Communicate at all levels of the organization
* Using Kaizen events, PMFEA, waste walking, observation events, process mapping As-Is or To-Be, Value Stream Mapping, Concern & Corrective Actions, rapid improvement events and Lean Manufacturing tools
* Ran the Accessory WH and Production area for 18 months on top of my normal role after I completed Project Orlando
* Looked after 18 staff over 1 shift but 2 sites
* Organizational skills with attention to detail
* Worked with Edenhouse, Accenture and Ciber our 3rd Party SAP support to resolve process changes, system faults or improvements, testing and business approval and documentation creation
* Super User on Camstar Manufacturing system (MES) (now owned by Siemens), Eurostop (EPOS) | & SAP ERP
* Learnt every job step in the end to end supply chain process to get better understanding when reviewing end to end processes for continuous improvements
* Continually reviewed end to end processes within the Vertu business material flow from Customer facing global stores to all areas between Sales Logistics and outbound shipping from the factory
* Tier 1 Support for Approx. 360 End Users in SAP and VMES
* Continuous business Process Improvements using Workshopping, Process mapping & Observations defining areas of waste, improvements carried out to make leaner
* Project Management either as the Team Leader or part of a cross functional Project team designing, testing and installing various software systems from SAP and VMES in the factory to EPOS which was installed in all the Global stores in the UK, France, Germany, Italy, Hong Kong, Taiwan, Macau, China and USA. This took 3 months travelling.
* Took part in various Kaizen events and other Lean Manufacturing projects
* Created standardised documentation for all processes in the Supply Chain
* Completed Prince 2 Project management, both Foundation and Practioner Oct 2014
* Part of the New Product Introduction Team transforming a Concept into reality, including readiness for Production, Marketing, Ecommerce and all aspects of Service Centres
* Production Line Balancing
* SAP/MES representation in all business projects helping to create blueprints, UAT & PAT testing and sign off business approval from a MM/PP and integration with production systems.
* Metrics analysing Stock Accuracy, Forecast & MRP Accuracy, DOS, Inventory performance, Scrap %, Expiration Performance, Stock management, Retail v 3rd Party v Ecommerce Sales Analysis
* Completed end to end testing in SAP when implementing new upgrades or software changes. Used test tools like HP Quality Center and SAP Test module. Also helped write the test scripts to upload to these systems.
* Data and processes analysed across the global network not just a single country / factory
* Supporting Master Data as the Super User by creating new material codes for either R&D or Production requirements
* The creation of MD whether it be for Procured Raw Materials, Semi-finished product (Sub Assy’s for Manufacturing or Vertu Customer Services to fix product) and Finished product (Sold to customers)
* The creation of Variant BOM’s for Semi-finished and Finished product
* Excellent analytical and problem-solving skills.

**Master Data Analyst (Maternity Cvr), Vertu Ltd November 2008 to September 2009**

* Worked with 3 MDM analysts covering R&D, Production & Accessories – Electronic & Non-Electronic
* Was the Master Data Super User and represented and approved any changes in any projects where MD input was required
* Assist in data cleansing exercise
* Assist with creation of routings and BoMs for manufacturing orders for both R&D and Main Production whether it was a sub assy, Accessory, Basic Phone or Salespack
* Monitors training needs, develops/updates documentation content, and delivers training as appropriate across the global business
* Process mapping & Observations defining areas of waste, improvements carried out to make leaner
* Assist Customer Services with creating Service Centre specific sub assys for when repairing out phones.
* Worked with Edenhouse, Accenture and Ciber our 3rd Party SAP support to resolve process changes, system faults or improvements, testing and business approval and documentation creation
* Work with R&D as part of the material handover for each NPI from R&D to full scale production
* Completed end to end testing in SAP when implementing new upgrades or software changes. Used test tools like HP Quality Center and SAP Test module. Also helped write the test scripts to upload to these systems.
* Tier 1 Support for Approx.150 End Users in SAP and VMES
* Took part in various Kaizen events and other Lean Manufacturing projects
* Continually reviewed end to end processes within the Vertu business material flow from Customer facing global stores to all areas between Sales Logistics and outbound shipping from the factory for continuous improvements to the process.
* Supporting Master Data as the Super User by creating new material codes for either R&D or Production requirements
* The creation of MD whether it be for Procured Raw Materials, Semi-finished product (Sub Assy’s for Manufacturing or Vertu Customer Services to fix product) and Finished product (Sold to customers)
* The creation of Variant BOM’s for Semi-finished and Finished product

**Procurement (Maternity Cover), Vertu Ltd November 2007 to October 2008**

* Analyse SAP system and forecasted requirements to optimize inventory levels
* Send out 12 month rolling requirements to Suppliers and adjust to supplier’s capability
* Liaise with Suppliers to ensure OTIF is being adhered to
* Liaise with 2nd second supplier for danger parts where we have 2nd suppliers to make up the shortfall
* Covert requirements into PO’s
* Monitors training needs, develops/updates documentation content, and delivers training as appropriate across the global business
* Push through internal approval process
* Manage inbound deliveries and schedules
* Be part of the daily Planning meeting where all areas met to know what the daily plan is in case of changes etc.
* Work with R&D as part of the material handover for each NPI from R&D to full scale production
* Liaise with Sales Logistics/Marketing especially concerning E Commerce when special deals were being done or a run on a certain variant type to make sure enough material was in to support
* Liaise with the supplier to obtain RMA’s to send non-conforming material back to supplier
* Manage inventory levels when it concerns Shop floor scrap be it dispatch or production
* Manage Procurement master data for new created material codes for responsible procured materials

**Warehouse Materials Handler & Supervisor, Vertu Ltd May 2002 to October 2007**

* Managed 42 employees across 2 sites and 3 shifts
* Managed resource against workload and placed staff to support this requirement.
* Report KPI results to the Supply Chain management
* Tier 1 Support for Approx.150 End Users in SAP and VMES
* Took part in various Kaizen events and other Lean Manufacturing projects
* Managed the Yearly Stocktakes
* Precious Metal Recycling Management (Diamonds, YG, RG, WG and Platinum)
* Introduced 5S and Lean principles into the Warehouse
* Monitors training needs, develops/updates documentation content, and delivers training as appropriate across the global business
* Approved Documentation after End user’s requests were corrected
* Part of the New Product Introduction Team transforming a Concept into reality, including readiness for Production, Marketing, Ecommerce and all aspects of Service Centres
* Completed end to end testing in SAP when implementing new upgrades or software changes. Used test tools like HP Quality Center and SAP Test module. Also helped write the test scripts to upload to these systems.
* Goods in & Inspection
* Physical Inventory Counting – Daily and Quarterly Stock takes
* Scrap management & Precious Material Recycling
* Picking and issuing for a Requisition against cost centres
* Kitting against a Production order or Program build
* Non-Conforming Returns to Supplier
* Free Issue of material to Vendor
* Picking and Processing of Outbound deliveries for our Service Centres
* Approved documentation from an End Users perspective

**Warehouse Materials Handler, Britax Contour**  **October 1998 to March 2002**

* Managed the Yearly Stocktakes
* Liaised with Procurement on stock control
* Kitted to Production planning requirements
* Controlled stock by batch and traceability rules applied due to aircraft industry standards
* Occasionally worked on the shop floor building Aircraft seats for Airbus, Qantas and Concorde
* Goods in & Inspection
* Non-Conforming Returns to Supplier
* Free Issue of material to Vendor
* Monitors training needs, develops/updates documentation content, and delivers training as appropriate across the global business
* Approved documentation from an End Users perspective

**INTERESTS**

I enjoy a lot of reading, most sports and meeting up with friends going out for a meal or off to a music concert.

I love travelling and have been to a lot of exciting places on my travels, mostly to do with historical events or wildlife/scenic wonders.

**References available on request**

David Strudwick – Manufacturing & Service Centre manager

Email: [davidstrudwick93@gmail.com](mailto:davidstrudwick93@gmail.com) Vertu Tel: 07919693125

Jason O’Connor - VCS - Customer Service Project Manager

Email: [Jason.oconnor@vertu.com](mailto:Jason.oconnor@vertu.com) Vertu Tel: 07825400373

John Bettis – Known for 20 Years personally and was my boss when I was I worked at Britax Contour before Vertu

Mobile: 07885500869 Email: [JohnB@hydratec-lifts.co.uk](mailto:JohnB@hydratec-lifts.co.uk)

Maria Zsido – known for 10 Years, worked on many projects in Vertu together and become friends outside work

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