

## Seema S Phatak

SAP Fico consultant

Process Export

SAP Fico/ MM

## Contact

### Address

Pune, MH, 411045

### Phone

91- 7770063609

### E-mail

seema.phatak@gmail.com

### LinkedIn

<https://www.linkedin.com/in/seema-s-phatak-767ds677>

## Skills

SAP

Fico & MM Module

Roll- out project &  
Implementations

Cost Center And Profit  
Center

Functional testing and  
Integration Testing

Sales & Purchase  
orders & Customer  
Invoicing

Receivable, Payable

**Profile Summary** – 7 Years of Working experience of SAP Operating system -MM, FICO

Handle roll- out project, Support & implementations in FICO & MM.

Working experience SAP-FI -CO,MM as End user also (Receivable, Payable). SAP Finance, Accounts, MIS Reporting & Proficient in resolving IT Tickets relates to FI -CO

& MM by coordinating with cross functional teams.

Translate software requirements into working and maintainable solutions within the existing application frameworks.

Provide training to the Internal SAP team in all FICO functional aspects.

Good knowledge of Excel, Pivot Tables, & PPT Presentation skills.

Proficiency at grasping new concepts quickly and utilizing the same in a productive manner. Effective planning, presentation and organizational skills.


Ability to successfully manage multiple priorities and assignments.

Effective time, people management skills, Good interpersonal & communication skills.

## Work History

 Maersk Global Services –Pune –SAP FICO consultant /Process Export

- Designed and development of UAT for material and company codes for updated SAP version  
By coordinating with the users and preparation of user training documents. Providing support during UAT testing phases.
- Setting up Auto PO set up, Block - unblock customer -vendor in system.
- Gap Analysis-finding the gap between As-Is and To-Be processes.
- Preparation of Blue print for Inhouse implementing/ rollout the project.
- Knowledge of dunning procedure, company codes, chart of accounts, positing period variants, fiscal year variants and field status groups , cost center and profit center
- Ensure timely and qualitative creation of Sales & Purchase orders & Customer Invoicing.
- Capturing all type of Call Tickets on daily basis which relates to FI & CO & MM.
- Interacting with end users to understand the issues faced and provide solution , Functional testing and Integration Testing
- Prepare and publish systems project status reports. Comply with Systems Development standards, procedures, guidelines, priorities, and schedules

Month end Activity sap	<ul style="list-style-type: none"> <li>Creation of Required house banks and bank keys. LSMW upload master data and transaction data.</li> </ul>
Gap Analysis	<ul style="list-style-type: none"> <li>Ensure all contract and prices are timely updated in system.</li> </ul>
Verify discrepancies & resolve clients issues	<ul style="list-style-type: none"> <li>Preparation of unbilled, SO without PO Report, work flow report, MS- Accesses, DDP Report.</li> </ul>
MS Office Tools	<ul style="list-style-type: none"> <li>Responsible for preparing and updating data shipment and invoice PDF reports to related stakeholders.</li> </ul>
Risk analysis	<ul style="list-style-type: none"> <li>Understand the DAMCO, More, SAP system, BW/RDD report modification.</li> </ul>
Conflict management	<ul style="list-style-type: none"> <li>Responsible for all KPI reporting.</li> </ul>
Scope, Budget, Quality and Time management	<ul style="list-style-type: none"> <li>Verify discrepancies and resolve clients billing issues by coordinating with Operation team &amp; On site CSO team</li> </ul>
Team Management	<ul style="list-style-type: none"> <li>Identify and apply corrective actions on system interface and conduct necessary actions.</li> <li>Ensure standard operating procedures (SOP) and SLA's are prepared and maintained for all processes handled in the GSC and necessary amendments are done.</li> <li>Create and update process IPO's, crating required excel templates.</li> <li>Provide suggestions for internal process improvements.</li> </ul>
	<div>  <b>Eclerx –Pune</b> - (Financial Analyst) - OTC /Equity Settlements (Citi Group Inc.)         </div>
	<ul style="list-style-type: none"> <li>Pre and Post Settlement - Working on OTC Derivatives, brokerage functions,</li> <li>Experience in prime brokerage.</li> <li>Preparing internal and client reports as per process requirements.(DTCC Report, BAM Report</li> <li>Liaising with the trade support team for the correct economic details -settling of fees, premiums and interest with the Counterparties.</li> <li>Liaising with the different verticals respective of the discrepancy to get it resolved at the earliest</li> <li>Keeping a track of the breaks for the team, making sure that they are at the minimal number and are not ageing</li> <li>Raising the economic details breaks to the client after liaising with the trade confirm team</li> <li>Setting up of receipt and making payments to the counterparts on a good value.</li> </ul>

- Resolving the queries from client as per the regions for Asia, Europe and New York
- Daily P&L - Assisting fund accounting team for the Daily P&L
- Making sure the amount booked is the correct one, advising the fund accounting team to amend the accordingly.
- Confirming the cash breaks that are generated are the valid ones, if pertaining to the OTC products.
- Assuring that the investors get correct returns on redemption
- Perform inter-system reconciliation, track funds and make sure they are applied to appropriate transactions.
- Liaising with agents/counter parties/clients to solve queries and discrepancies related to the process.
- Handling different life cycles stages of financial products.



#### **Shree Balaji Road line – Pune**

- Job Profile: (Finance executive)
- Preparing all MIS reports.
- Clearance of various accounts & co- ordinate related cheques & bills.
- Maintain up-to-date billing system & generate and send out invoices.
- Follow up on, collect and allocate payments.
- Carry out billing, collection and reporting activities according to specific deadlines.
- Checking all sales and purchases bills, Non PO Bills & other document.
- Coordinate for finalation of budget & balance sheet.



#### **Compuage Infocom Limited – Mumbai**

- Job Profile: (Finance executive)
- Uploading IR files in SAP System.
- Manual CN & invoice booking (MIRO Process).
- HP claims logs in HP authorized portal.
- Taking material inward by (MIGO Process).

## **Mitashi Pvt Ltd, Mumbai- (Account/HR executive)**

- Preparing S.O (Sales Order) till invoices posting & Cash voucher in SAP System.
- Maintaining & controlling the inventory movement & management by SAP.
- Preparation of month close reports and other periodical reports.
- Co-ordination with the bankers, internal teams
- Manage all petty cash and office supply expense accounts and booking in SAP.
- Responsible for handling Replacement processes in SAP.
- Responsible for handling cash collection and daily payment of wages.
- Handle Bank Related Activities.
- Involved in the month end reports and month end closing activities and ensuring the balances are matched.
- Interacting with internal auditors in completing the audits.
- Checking all sales and purchases bills, Non PO bills & other document.
- Clearance of various accounts & co- ordinate related chques & bills.
- Responsible for AP and AR.in SAP.
- **HR- Related work** –
  - Entering new employee in muster, generating his bio metrics, full fill his all required bank, ESIC forms & other document.
  - Resolved quarries regarding salaries forward leave applications.
  - Responsible for employees exit process.(exit interview, clearnce)

## **Education**

- Commerce Graduate from Babasaheb Ambedkar Marathwada University (BAMU), Aurangabad
- MBA –Finance from Indian Institute of Planning and Management (IIPM)-Mumbai
- M.Com- from Babasaheb Ambedkar Marathwada University (BAMU), Aurangabad