

Meenakshi Dhumal

Phone: 91+ 8149428797

Email Id: Meenakshidhumal05@gmail.com

Summary:

- Working as SAP FI Associate Consultant in Eidikos Consultancy Pvt Ltd. In Baner Pune.
 - Worked as Account Assistant in Mera Makaaan in Dombivli East.
 - Worked Purchase and Sales Assistant in Welfinish Metal Processors Pvt. Ltd. Rabale.
 - Worked in CA firm as Article Assistant in RPAV and Company, Dombivli East.
-

Certification:

- **Certified in SAP Financial Accounting (SAP FI) from Lithan Genovate (Andheri) (SAP Education partner) in Feb 2021. With 85% SAP ERP 6.0 EhP 7.**
 - **SAP Certified Application Associate - SAP S/4HANA for Financial Accounting Associates with 75% (SAP S/4 HANA 1809 and 1909)**
-

Work History:

SAP FI Associate Consultant at Eidikos Consulting Pvt. Ltd.

Baner, Pune

15th April 2022 to till date – SAP Associate FICO consultant

Project Summary:

1. Client - ADM Joinflex India Pvt. Ltd.

Domain- Manufacturing

Environment - SAP S/4 HANA 1809

Project Scope - Support.

Period: April 2022 till date.

As an SAP FICO consultant, involved in s Support as well as configuration activities.

Involved in the Production support activities in the below following areas:

Support Activities:

- Support service include- resolve issue on the basis of priority, testing of transaction according to business process for AR, AP, GL.
- Configured document splitting for GL.
- Configured Automatic Payment program for outgoing payment which includes payment method, house bank Account, Ranking of banking accounts,
- Worked On LSMW project for update vendor master.
- Involved in year end activity like budget upload, year end closure, Change number range.
- Developed Bank payment advice report to get the vendor details of invoices.
- Executed testing for Automatic Payment Program for Vendors and Withholding tax requirements.
- As per client Requirement change in existing Outputs like bank payment advice.
- Responsible for solving tickets of GL, AP, AR and AA.
- Provide Functional specification in developing the customization reports.

2. Client: - Mahle Electric Drives India Pvt Ltd. (MEDI)

Domain: - Manufacturing System

Environment - SAP ECC 6.6

Project Scope: - Implementation, Support.

Period: April 2022 to till Date.

- Configured Cost Center for GL project for automatic assignment with development and testing.
- Design Asset master required data element, Asset classes, Depreciation Areas and depreciation key for required plants.
- Mapped GL Accounts to be used for depreciation, Accumulated Depreciation, Reserves.
- Transferring old assets to new assets and deactivation old asset.
- Implemented capital investment orders for asset under construction (Auc) creation.
- Monitored of monthly depreciation run for fixed asset
- Helping in Asset opening closing year end activity.
- Interacted with users to understand the existing accounting system and procedures.
- Good Knowledge of FI-MM and FI- SD business process.
- Good knowledge of year end activity.
- Developed Purchase Register for Finance Requirement.
- GL mapping for Fsv as per client requirement.
- Interacting with cross-functional and technical consultants to get the inputs on issues.
- Provide T Authorization as per user requirement and support for User account maintenance.
- Providing support for Month end activity like depreciation run, period opening closing activity.
- Preparation of FI- SD and FI- MM Process flow for user Training.
- Good knowledge Structure, Smart form changes as per client requirement.
- Worked on Cost center scenario in automatic Assignment.
- Test Catalogues creations, UAT and maintain document test cases.
- Good knowledge in Finance sub-modules – AP, AR, GL
- Assisted end users in maintaining and updating on master data.
- Conducting problem analysis and communicating the solutions to the users.
- Arranging and coordinating for the KT for new joiner and Prepare KT Documents.
- Provided user training on procedures and assistance in developing user Training manuals.

3. Sanjeev Auto Pvt Ltd

Domain- Manufacturing System

Environment - SAP ECC 6.0 Project

Project Scope - Support.

Period: August 2022 to till date.

- LSMW for Data Migration for TDS updating in vendor master and Bank record For Manual bank reconciliation.
- Involved in Validation and substitution requirement.
- Configured manual bank Reconciliation to upload bank data in sap.
- Hand on experience in Business process and new GL concept and Document Splitting.
- Worked on E – invoice Z table to update table for E- invoice portal.
- Enhancement for AUC asset and F- 28 transaction and Purchase requestion.
- Using Lsmw for update vendor master clearing with customer field.
- Interacting with cross-functional and technical consultants to get the inputs on issues.

- Assisted end users in maintaining and updating on master data.
 - Assisted in year-end customer clearing documents with different plants.
 - Down payment Process for Advance to vendor payment. (Auc Asset)
 - Provided user training on procedures and assistance in developing user Training manuals and planned the training session.
 - Working on Requirement documents and user manuals.
 - Assisting in Month End Closing operations and year end Activity.
 - Providing functional specification to technical team.
 - Involved with team to ensure new enhancements and bug fixings.
 - Assisted end users in maintaining and updating on master data and Conducting problem analysis and communicating the solutions to the users.
-

- **MERA MAKAAAN:**

Account Assistant:

Dombivli – 5th March 2018 –15th November 2021.

- Validated and recorded invoices and resolved discrepancies with vendors.
- Entered customer order details into system, accepted payments and updated accounts.
- Matched purchase orders with invoices and recorded necessary information.
- Generated invoices upon receipt of billing information and tracked collection progress.
- Managed and responded to correspondence and inquiries from customers and vendors.
- Reconciled accounts, managed audits and updated financial records with remarkable accuracy.

- **WELFINISH METAL PROCESSORS PVT. LTD.:**

Purchase And Sales Assistant

Rabale – 16th January 2017 – 31st October 2017

- Communicated with vendors and distributors to negotiate prices and purchase contracts.
- Verbal/Email coordination with Vendors with relevant enquiries from Sales, Order team & updating
- Purchase Order preparation against Purchase Requisition Form (PRF) received from seniors & updating in the Purchase Order Master.
- Follow up with suppliers, as needed, to confirm or change orders
- Evaluate offers from vendors and negotiate better prices
- Track orders and ensure timely delivery and Monitor stock levels and identify purchasing needs

- **RPAV & COMPANY:**

Articled Assistant: Dombivli – 1st Jan 2013 – 3rd September 2016 (Dombivli)

- Assist in the assessment of the adequacy of action taken by the Management to correct internal control weaknesses.
- Perform coordination work with external auditors
- Assist in the Preparation Of internal Audit Report.
- Assist in maintenance of the Bank's internal audit policies, standards and practices.
- Assist as an audit team member in carrying out planned internal audit in the Bank.

- Compiled general ledger entries on short schedule with 100% accuracy.
 - Handling the work area in the Hi-media Private Limited (Ghatkoper) HO company at the head office of the company as internal auditor.
-

Academic Qualification:

Qualification	Unveracity	Collage / Institute	Percentage	Year
BCOM	University Of Mumbai	P. D Karkhanis collage	73.14%	March 2012
HSC	Maharashtra State Board	Mahatma Gandhi Vidyalaya	65.67%	Feb 2009
SSC	Maharashtra State Board	Mahatma Gandhi Vidyalaya	54.61%	March 2007

Technical Skills:

- Operating System: Windows
- Software: SAP ECC 6.0, S/4 HANA 1809/1909.
- Office tools: MS- Office (Excel, PowerPoint, Word) 84%
- Tally ERP with 85%
- Typing in English 30 W.P.M with A grade 97%.

Additional Information:

- Fathers Name : Prakash Dinkar Mulmule
 - Date of Birth : 04-09-1991.
 - Marital Status : Married.
 - Language : English Hindi, Marathi
-

Declaration

I hereby confirm that all the details above are true to the best of my knowledge and belief.

Place: Mumbai

Date:



Meenakshi Dhumal

