



## Kavitha V

5<sup>th</sup> Floor, Anugraha Apartment  
Hanuman Nagar, Belagavi, Karnataka, 591108  
[vkavithanaik@gmail.com](mailto:vkavithanaik@gmail.com)  
8904779382



### Objective

Motivated and detail-oriented individual seeking a challenging position in a dynamic organization where I can leverage my expertise to optimize supply chain processes, drive cost savings, and enhance overall operational efficiency. Committed to delivering exceptional results through strategic planning, vendor management, and continuous process improvement initiatives.

## SAP MM-PUR

### 1. Customization of Purchasing Document Types:

- I have customized purchasing document types to align with specific business requirements. This includes defining different document types for purchase requisitions (PRs), purchase orders (POs), and other purchasing-related documents.

### 2. Number Ranges for Info Records, PO, PR:

- I have defined number ranges for various records such as info records, purchase orders, and purchase requisitions. This ensures unique identification and proper tracking of these documents.

### 3. Screen Layout Customization:

- I have customized the screen layout in SAP MM to tailor the appearance and arrangement of fields and tabs on different transaction screens. This allows for a user interface that aligns with specific business needs.

### 4. Business Scenarios:

- Sub-contracting:
  - I have handled sub-contracting scenarios where materials are sent to external subcontractors for processing or assembly. This includes issuing materials, tracking progress, and receiving finished goods back into inventory.
- Consignment:
  - I have managed consignment scenarios where goods are stored at a customer's location until they are consumed or sold. This involves monitoring stock levels, managing consignment stock, and settling consignment liabilities.
- Stock Transport Order Contract and Scheduling Agreement:
  - I have worked with stock transport order contracts to facilitate the intercompany transfer of materials between different plants or storage locations. Additionally, I have experience with scheduling agreements that establish long-term agreements for the supply of materials.

### 5. Customization of Release Procedure for PO, PR with Classification:

- I have customized the release procedure for purchase orders (POs) and purchase requisitions (PRs) using classification. This allows for the determination of the release strategy based on specific characteristics or criteria.
6. **Creation of Service Master and Service Entry Sheets:**
    - I have created service master records to manage and track services provided by vendors. Additionally, I have configured service entry sheets to record the receipt and consumption of services.
  7. **Customization of Release Procedures for Service Entry Sheets and Pricing Procedure:**
    - I have customized release procedures for service entry sheets to define the approval process similar to POs and PRs. Furthermore, I have configured pricing procedures to determine the pricing conditions for services.
  8. **Configuration of Batch Management at Material and Plant Level:**
    - I have maintained the configuration for batch management in SAP MM, ensuring the proper handling and traceability of batch-managed materials. This includes configuration at both the material and plant level.
  9. **Master Data Uploads and Stock Closing Balances using LSMW:**
    - I have utilized LSMW (Legacy System Migration Workbench) to facilitate the upload and migration of master data. This includes collecting and uploading stock closing balances into the production server.

## Responsibilities as an MM Module Consultant

1. **Troubleshooting and Solution Provision**
  - I am responsible for identifying and resolving errors and issues within the MM module. I employ my expertise to analyse problems, propose effective solutions, and implement necessary corrections to ensure the module functions optimally.
2. **Report Generation**
  - I generate comprehensive reports that provide insights and analysis related to the MM module. These reports offer valuable information to stakeholders and assist in decision-making processes.
3. **Master Data Configuration and Updates**
  - I configure and update master data within the MM module based on specific requirements. This involves ensuring accurate and up-to-date information for materials, vendors, and other relevant entities.
4. **Documentation**
  - I prepare method and process documents to document the steps and procedures for resolving new errors encountered in the SAP MM module. These documents serve as valuable references for future problem-solving and ensure consistent and efficient troubleshooting processes.
5. **Customization and Enhancement Documentation**
  - I create detailed documentation for customization and enhancement requirements in the SAP MM area. This includes capturing specific business needs, defining the scope of customization, and outlining the necessary steps for implementation.
6. **Problem Analysis and Solution Communication**
  - I conduct thorough problem analysis to identify the root cause of issues reported by clients. Once a solution is determined, I effectively communicate the resolution to the client, ensuring clear understanding and alignment.

## Executive Summary of SAP MM

- With 1 year of experience in SAP Materials Management (MM), I bring a wealth of knowledge and expertise to support and testing projects. As a Functional & Configuration consultant, I have worked extensively with versions 4.7 and ECC 5.0. I am adept at collaborating with both onsite and offshore teams to ensure project targets are met.
- My strong understanding of SAP Configuration and business processes enables me to provide effective solutions. I possess excellent cross-functional knowledge, particularly in MM, which allows me to contribute holistically to project success.

- In addition to my technical skills, I excel in communication, both verbally and in written form. This proficiency enables me to facilitate productive business and technical discussions, document solutions, and collaborate effectively with individuals at all levels of the organization.
- As a team player, I demonstrate strong team orientation qualities, working diligently and enthusiastically to achieve goals. My experience spans functional and technical requirements analysis, business blueprint study, design, development, fit-gap analysis, workshops, realization, testing, end-user training, and support.
- Overall, I bring a comprehensive skill set, dedication, and a results-driven approach to SAP MM, making me an invaluable asset to any organization.

## Projects Details

<b>Client</b>	VK Building Services Jan 2021 to Dec 2022
<b>Domain</b>	MEP Construction Industry
<b>Role</b>	SAPMM Consultant
<b>SAP Environment</b>	SAP4.7R/3enterpriseversion&S/4 Hana

## Previous Work Experiences

<b>Company</b>	Silvergem HVAC Pvt Ltd-2016-2017
<b>Domain</b>	MEP Construction Industry
<b>Role</b>	Techno Commercial Sales Engineer
<b>HVAC &amp; Electrical</b>	Techno Commercial Sales Costing For Both HVAC and Electrical

<b>Company</b>	VK Building Services-Jan 2017-Dec 2019
<b>Domain</b>	MEP Construction Industry
<b>Role</b>	Planning Engineer
<b>HVAC&amp;MEP</b>	MEP Planning Engineer

<b>Company</b>	VK Building Services-Jan 2020-Dec 2021
<b>Domain</b>	MEP Construction Industry
<b>Role</b>	Procurement Engineer
<b>HVAC&amp;MEP&amp;Fire Fighting</b>	Procurement

## Education Qualification

Bachelor of Engineering (BE) in Electrical and Electronics.

VTU University, Cambridge Institute of Technology Bangalore.

Year of Graduation February 2015.

## Personal Details

**1. Date of Birth** — 1 st AUG 1991

**2. Fathers Name** — Mr. S L Venkatesh Naik

**3. Mothers Name** — Late Lakshmi G Naik

**4. Material Status** — Married

**5. Language Known** — English, Kannada, Hindi, Telugu, Banjara, and Tamil.

### Declaration :

I hereby declare that the above information furnished by me is true to the best of my Knowledge.

**KAVITHA V NAIK**