

NAME: Manglapelli Suvarna N

MOBILE: 9391970352

SAP RECORD TO REPORT

EMAIL ID: suvarnam27@gmail.com

OBJECTIVES:

Looking forward to continue my career in an ERP-SAP environment, where I can utilize my experience and skills in contributing effectively to the success of the organization and also for improvement of my skill.

PROFESSIONAL SUMMARY:

- Total 4 years of worked experience in Record to Report Process
- To learn fast and apply the knowledge to meet the business requirements and have the functional experience to understand and propose changes
- Excellent analytical, quick learning and problem-solving skills with a desire to work in a team-oriented environment.
- Good team player with the ability to work independently in a time sensitive environment.
- Knowledge on S4/HANA.

TECHNICAL SKILLS:

- ERP : SAP R/3, ECC 6.0 & S4 HANA
- Operating systems : Window XP, Server 2007/2008.
- Software Tools : SAP R/3 ECC 6.0, MS Office, EHP4 version

WORK EXPERIENCE:

➤ 1.SAP End User: Record to Report.

Currently worked in Ankr consultancy(Payroll company), company name **Celanese**, as a Process Export – (RtoR) from Jan’2023 to 28.07.2023. Project done by LATAM (America) and NAM(North America)

➤ SAP End User: Record to Report.

Worked in **Genpact India Pvt. Ltd**, as a Process Developer –(R2R). for a period of 1-year i.e., from Sep’2021 to Sep’2022

PROJECT 1

Client : **NTT DATA and Accor**
Duration : **DEC’2021 to Sep’2022**
Type of Project : **Process Developer**

Client Profile:

NTT DATA Corp (NTT Data), a group company of Nippon Telegraph and Telephone Public Corp, is a provider of IT services and solutions. The company is involved in the development, maintenance, sales, and lease of data communication systems. The company has business presence in the Americas, Europe, Middle East and Asia-Pacific. NTT Data is headquartered in Tokyo, Japan.

Roles & Responsibility:

- Performing daily and monthly activities with in TAT
 - Reconciliation between the cash book and Bank book daily and monthly wise than confirming balance (FAGLB03)
 - Posting on accruals & deferrals and reversal of accruals & deferrals T. code: FBS1
 - Complete daily and monthly activities with in timeline
 - Attending client meeting along with my team regarding process, updates and new issues
 - Preparation of miscellaneous statement and those are daily reports and outstanding Statement (Receivable and Payable)
 - Performing on recurring entries T code-FBD1 (EMI, Rent)
 - Performing Park document -FV50
 - We should start month end activities working day-3 and close working day+3
-
- SAP FICO: Worked as a SAP FICO Functional Consultant in **Tech Mahindra-Hyd**, for a period of 3 years ie from Nov 2018 to Aug' 2021

PROJECT 1

| | |
|------------------------|---|
| Client | : MARS INTERNATIONAL |
| Duration | : 18th Feb' 2019 to 29th Mar' 2020 |
| Type of Project | : Implementation |
| Project Role | : Functional Consultant. |

Client Profile:

Mars International is a one of the largest Hyper market retail chains in the middle east, Mars outlets are blended with knowledge & outstanding quality, value and variety to offer a one-of-a-kind shopping experience to the customer.

Roles & Responsibilities:

Implementation: 1 yrs.

Finance:

- Responsible for FI-GL, AR, AP, AA

- Actively participated in Design of Key Data Elements and Finalization of Organization Structure
- GL Accounts by configuring Chart of Accounts, creation of Account Groups and Define Business Area
- Involved in defining Fiscal year, Posting period Field status variants, Tolerance groups, Document types and number ranges.
- Worked in configuring the basic settings of Account Payable and Account Receivables
- Defining the Bank Accounts, APP settings and Number Ranges for Vendors and Customers
- Handling Areas related to Integration Between various other modules, including account Determinations for MM and SD.
- Configuration of Asset Accounting
- Define Chart Of depreciation, Organizational Structure of Asset Accounting
- Define account determination, screen layout, number ranges for Asset Classes
- Preparation of End-user manuals for users training

PROJECT 2

| | |
|------------------------|---------------------------------|
| Client | : VIP INDUSTRIES |
| Designation | : SAP FI Consultant |
| Type of Project | : Production Support |
| Duration | : Apr' 2020 to Aug' 2021 |
| Environment | : SAP R/3 ECC 6.0 |

Client Profile:

The very first VIP Suitcase was manufactured in the year of 1971. Since then, VIP Industries has sold over 60 million pieces of luggage. VIP Industries is an Indian luggage maker which is the world second largest luggage maker, headquarter based in Mumbai (Maharashtra). VIP Provides different services with an aim to make travel simple and convenient of people around the world.

Roles and Responsibilities:

- Giving support in day-to-day issues and month end closing of FI.
- Supported in GL accounting, Chart of accounts, Account Groups, Creation of GL masters, Tolerance Groups.
- Supported in Accounts Receivables for Dunning for Customer accounts and terms of payments and Customer account Groups.
- documents Split with Profit Centre Accounting.
- Supported on Asset accounting and FI-MM and FI-SD integrations.
- Solve the allotted tickets based on priority.
- Changes to additional configuration settings as required by the client.
- Coordinating to the users and client on process related issues regularly.
- Attending meetings & daily activities monitoring of issues
- Resolve Issues with SLA and attended daily weekly, monthly service delivery calls.
- Well Experience in TSRM ticketing tool.

- Achieve 99% in SLA

TRAININGS & ACIEVEMENTS:

- DHRM (HRD) from Prin.L.N. Welingkar Institute of Management Development & Research – Podar College, Matunga, Mumbai Completed on Dec'2006.

DOMAIN EXPERIENCE:

- Worked as an **Accountant (Record to Report)** with **M/s. Blue Seas Pvt. Ltd., Somajiguda, Hyderabad** from **January 2015 to January 2018.**

Job Profile:

- Maintenance of daily Cash & Bank Books
- Posting of Sales & Purchases entries in tally ERP
- Preparation of Receivable & Payable statements twice in a month
- Monthly GST Return (GST R1 & 3B)
- Monthly TDS payments & preparation of quarterly TDS returns for salaries & Non-Salaries.
- Preparation of Monthly BRS
- Preparation of MIS as required by Management
- .Support to our statutory auditors at the time of finalization of account.

EDUCATION:

- **Graduate in Bachelor of Commerce –B.com.** with Nagarjuna university, completed in the year 2005.
- **SSC-2000** and **Intermediate** -2002 from Maharashtra State Board, A.E.S.H.S.

PERSONAL DETAILS:

| | |
|-----------------------|---------------------------------------|
| Name | : M Suvarna |
| Husband Name | : M.Govardhana Rao |
| Date of Birth | : 30-12-1984 |
| Nationality | : Indian |
| Communication Address | : 48-450,Chintal, Hyderabad-500054. |
| Languages known | : English, Hindi, Telugu and Marathi. |

DECLARATION:

I hereby declare that the particulars given above true to the best of my knowledge and brief.

Date :

Place: Hyderabad

M.Suvarna