Jitendra Kumar Mishra

SAP FI Consultant

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Career Objective:

Seeking a challenging job position in the field of **SAP FI/CO** consulting, implementation, Support, Migration and Roll out Projects.

Professional Summary:

- ❖ MBA/PGDM (Finance) with 4 years of experience as SAP FI Consultant with 1 End to End Implementation and 1 Support Project**.**
- ❖ 2 year and 4 months **Domain SAP experience** in Financial Accounting and Reporting,
- ❖ SAP FI Support Consultant experience in **Accounts Payable** Business Process.
- ❖ Worked in Implementation and support projects related to issue resolving, handling day to day tickets and user training.
- ❖ Hands-on configuration experience in **SAP FI** modules in **ECC 6.0 EHP6**
- ❖ Knowledge of Business process of **P2P**, **OTC** and **R2R**.

SAP FI Skills:

- ▪ **Financial Accounting**- Enterprise Structure and Financial Accounting Global Setting.
- ▪ **General Ledger** -Chart of Accounts, Account Group, Cross Company Code Transaction, Recurring Entries, Document Parking, Holding & Reversal
- ▪ **Accounts Payable**- Vendor Account Groups, Number Ranges, Payments Terms, Tolerance Group, Down payment request and Down Payment, Setting up Sensitive Fields
- ▪ **Accounts Receivable**- Customer Account Groups, Number Ranges, Payments Terms, Tolerance Group for Customers, Dunning, Down Payment Request and Down payment, Payment Request
- ▪ **Bank Accounting**- Check Issue to Vendor, Customer Check Deposit, Bank Reconciliation, APP Run, Check Transaction and Cash Journal.
- ▪ **Asset Accounting**- Chart of Depreciation, Depreciation Areas, Asset Class, Depreciation Key, Create Asset and Sub-Asset, Asset Acquisition, Depreciation Posting Run, Asset Retirement and Transfer
- ▪ **Foreign Currency** – Foreign currency transaction and Valuation
- ▪ Preparation of Financial Statement Version
- ▪ FI Month end and year closing and Balance Carry Forward

SAP Project Experience:

Current Employer	**:**	Pioneer Technosoft (Pioneer Infosoft)
Client	**:**	**Rahman Group**
Role	**:**	SAP FI Consultant
Project type	**:**	Implementation & Support Project.
Duration	**:**	July 2017 to till date
SAP System	**:**	SAP ECC 6.0 (EHP6)

Roles & Responsibilities:

Implementation Project-

- ❖ Configuration & Customization of financial accounting sub modules such as FI-General ledger, Account Payable & Receivable, Bank & Cash Accounting etc.
- ❖ Providing day-to-day operational and process support for level 1 ticket.
- ❖ Changes to configuration settings as required by the client, analyzing the impact of changes to be taken place.
- ❖ Take UAT and send request to BASIS consultant to transport customizing request to production client.
- ❖ Validation and Substitution for various business scenarios.
- ❖ Preparation of End user manuals and conducting user training.
- ❖ Providing support to master data team for G/L Account, Vendor, Customer, Asset, House Bank
- ❖ Attended KT sessions & updated knowledge with new issues and new job aids.
- ❖ Handling and Resolving User Issues according to the priority of ticket.
- ❖ Created change requests as per the USER Requirement.
- ❖ Preparing weekly status report for management.
- ❖ Final support to R2R user team for monthly and year end closing activities.

Domain Work Experience:

Employer	**:**	**Pioneer Technosoft**
Client	:	**SMI Amtek Crankshaft Pvt. Ltd**
Role	:	**SAP FI AP Associate**
Project Type	:	**Support Project**
Duration	:	March 2015 to June 2017

Roles & Responsibilities

- ❖ Assigning outgoing payment, adjust credit memo and clear vendor open items.
- ❖ Make vendor down payment and transfer down payment before actual payment
- ❖ Perform manual outgoing payment and clear partial payment.
- ❖ Prepare payment proposal and run automatic payment programme (APP) to pay vendors.
- ❖ Vendor Reconciliation and handling vendor inquiry.
- ❖ Daily reporting to supervisor
- ❖ Handling the end user queries through
- ❖ Attend weekly and monthly meetings.
- ❖ As per the user communication by mail have to register, respond, resolve, accept, and close the issue.

Non SAP Work Experience:

Account Manager in Take One School of Mass Communication, New Delhi (1st Oct 2013 to Jan 2015)

Roles & Responsibilities

- ❖ **Maintain Day to Day books Accounting**

- ❖ **To Handle of Basis Account**
- ❖ **RTGS/ NEFT Remittance, Bank slip, Online payment transfer & salary transfer**
- ❖ **Bank Reconciliation & Bank operation**
- ❖ **Handle Cash Operation for all receipt & payment voucher etc**
- ❖ **Petty cash book update on daily basis**
- ❖ **TDS calculation & Deposit**
- ❖ **Sundry creditor & Sundry debtor reconcilier**

Sales & Cashier in Lal,s group Dubai (Daiso Japan), UAE (June 2012 To April 2013)

Role & Responsibilities

- ❖ **To handle of cashier**
- ❖ **Providing for Customer Service**
- ❖ **Making stocking reporting and giving feedback my senior**
- ❖ **Promotion of Product**

Computer and IT Skills:

- ❖ ERP Software   **:** SAP ECC 6.0 (EHP6)
- ❖ Ms Office   **:** Word, Excel, Outlook& Power Point

Educational Qualification:

- ❖ **MBA/ PGDM (Finance)**- From Faculty of Management Science, Pune in year 2012 with 61% marks
- ❖ **B**.Com   - From College Of Commerce, Patna in Year 2007 with 58% marks
- ❖ **I**.COM – From C M College, Darbhanaga in Year 2004
- ❖ **10**Th   - From BICE Board Patna in 2002

Personal Information:

- ❖ **Father's Name**   : Shankar Mishra
- ❖ **Date of Birth**   :   **13**th **Dec.**
- ❖ **Nationality**   :   Indian
- ❖ **Languages Known**   :   English &Hindi
- ❖ **Address**   :   **Kailash Colony, New Delhi**
- ❖ **Passport**   :   Available (Valid till year 2020)

Date:
Place: **Jitendra Kumar Mishra**