Rajesh Kumar Meher

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OBJECTIVE

To have a career in IT software field, research, and to serve the organization with honesty and full potential along with improving my skills in conjunction with achieving company's goals.

EXPERIENCE

ERP Business Analyst cum Coordinator, C-Net InfoTech, Bhubaneswar   Feb '16 – Present

+ Analyzed and researched the legacy systems for SAP implementation.

+ Interacting with the client for requirement gathering, designing and reporting.

+ Gathered business requirements, designed business processes and manage those requirements through clear and precise documentation.

+ Study the current state of the process. Prepare the AS-IS process map and the TO-BE scenarios.

+ Prepared description and flow-charts of business processes using MS Visio, ARIS Toolset.

+ Provided leadership with respect to integration issues including process mapping, business process re-engineering, SAP integrations, and change management.

Technical DEO(ERP), CSIR – IMMT, Bhubaneswar   May '11 – Sep '16

+ Creates functional and technical specifications for ERP systems to meet business requirements, while ensuring the integrity of the technical design process.

+ Administration of ERP's like user creation, authorization control and system support for customization/development of session.

+ Responsible to research for updates of the ERP system in relation to the business domain and enhance the IT infrastructure.

+ Integrating with other modules, integration testing and extending Post Go-Live support, including training support to end-users.

+ Contacts and works with Developers team to resolve software issues with delivered functionality.

+ Coordinates and participates in the planning, development, and implementation of ERP systems to align solutions with a customer's needs and business requirements.

+ Provides guidance to lower-level ERP staff, which includes performing work reviews and performing project management duties.

+ Delivering HR process and deliverables in SAP HR Payroll Module

+ Maintained payroll registers, salary increases, and generated payroll reports

+ Processed Payrolls for 200+ employees accurately and efficiently for 3 consecutive year singlehandedly.

CAL Manager, NIIT Limited, Bargarh   **June '10 – Apr '11**

+ Responsible for the smooth functioning of ICT programmes in the SSA of Bargarh District as suggested by OPEPA.

+ To develop and empower teachers so as to enable them to enhance learning of students and create learner-centric classroom processes through the use of technology.

+ A process is being evolved to involve the DIETs, BRP and CRP. This consists of regular interactions with them, involving them in the six-monthly review meetings with the State Government, discussing the teacher development packages with them, ensuring that they attend the teacher development sessions and getting their feedback.

EDP Executive, NTPC-SAIL, Rourkela   **July '08 – Apr '10**

+ Managing EDP department and getting work done from EDP Staff (5 no's).

+ Making Small FoxPro Programs, Generating Queries, linking multiple Database, Creating Reports, Solving Error occurring in FoxPro Program, etc.

+ Administration and management of servers, Software, CCTV, Wired and wireless network (create new users, check event log, upgrade software, maintenance, check daily backup)

+ Administration and management of workstations: install/update software, support and help-desk for users, troubleshooting, routine checks, monitor software installations, report illegal software use/installations.

+ Understanding requirements of Manufacturing, Purchase, Sales, Account, and Export and to be mapped in ERP. Master uploading and Master setting of ERP.

+ System maintenance log: keep and update a logbook of system maintenance routines, frequent faults, along with solutions to problems.

+ Coordinate support for accounting software and electronic banking software.

Faculty, NIIT, Jagatsinghpur   **Apr '06 – May '08**

+ Planning and conducting classes as per the session plan.

+ Impart basic and applied knowledge to students and assist students with the learning process and applying the knowledge.

+ Ensuring fair conduct of appraisals and student performance.

+ Accurate and timely updation of batch files and Encore (Central database) with records of education delivery.

Programmer, Maxim Software Solution, Bhubaneswar   **Jan '05 – Mar '06**

+ To assist the Programmer/Analyst in writing, coding and testing of software programs and application using VB 6.0.

+ To assist in the preparation and documentation of program requirement and specification.

  To assist in the development and maintenance of user manuals and guidelines.

EDUCATION

+ MCA from Sikkim Manipal University (SMU) in 2011 with CGPA 8.4.

+ BSC (Zool Hons.) from Sambalpur University with Second Class.

+ Intermediate in Science from CHSE, Orissa in 1997 with Second Class.

+ HSCE from BSE, Orissa in 1995 with First class.

+ 'A' level (PGDCA) under DOEACC, New Delhi in 2006.

+ DIT (Diploma in IT) from NIIT Ltd. in the year of   2003 with 82%.

+ HDCS (Higher Diploma in CS) from L.C.C. in the year of 2001 with 80%.

TECHNICAL SKILLS

+ Language Tools   : C, C++, Core-java, Vb.net, Php, FoxPro

+ Database   : SQL, Oracle-9i

+ Operating System   : Windows 98/xp/7 , Linux

+ Web technologies   : HTML,CSS, Java script

PROFILE AND STRENGTH

+ Coordinates and performs works on complex and non-routine projects to analyses business requirements and address ERP system issues.

+ Performing packaged software gap analysis.

+ Creating technical design specification.

+ Performing system set up and configuration activities.

+ Performing workflow analysis and implementing workflow automation.

+ Designing user interface prototypes, creating reports.

+ Performing systems analysis and logical design activities such as data modelling, entity relationship diagrams.