

SUNIL G. SAKPAL

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OBJECTIVE Executive Assistant/Secretary and Project Support as implementation, functional consultant and front end user with 7+ years of experience of project management and administrative related activities likes organising, managing, presentations, MIS, preparing facility reports, handling master data & mapping, maintaining the confidentiality. Possess a Bachelor of Commerce degree in Financial Accounting and Management. Expertise in ERP SAP and Microsoft Excel. Looking to excel in my professional capacity and to render services adding up to the value chain.

PERSONAL DETAILS

Nationality -: Indian
Date of Birth -: 19th January, 1983
Marital Status -: Single

ADDRESS

Room No.945/B, Lokmanya Nagar, Pada No. 2,
J. K. Gram Post Office, **Thane – 400606, MH, India.**

PROFESSIONAL EXPERIENCE

ARISTO PHARMACEUTICALS PVT. LIMITED

Andheri, Mumbai, India

Profile -: Executive Secretary to General Manager

Duration -: July 2016 – May 2020 - (3 yrs. 10 m.)

Department -: Export Management Department

Key Skills -: Supporting high-level executives and management; Accuracy; Organizing, Good attention; Discretion;

Description -:

- Assist the General Manager in office activities and provide administrative support for Senior Managers.
- Answering and directing all incoming and outgoing phone calls.
- Calendar Managements.
- Meeting Arrangements – scheduling meetings, conferences, teleconferences. Handling pre-meeting requisites.
- Making Travel Arrangements, Create Itinerary for Domestic/International Travel Booking. Online web checking.
- Create accommodation and vehicle arrangement request and follow-ups.
- Responding business letters and emails on behalf of General Manager and follow-ups.
- Taking Dictation, Compose, type letters, meeting notes, routine correspondence.
- Prepare and circulate minutes of meetings (MOM).
- Preparing MIS reports.
- Preparing presentations in Excel/ Power Point, required for board presentations.
- Prepare Travel Expense reports. Submit and review expense reports for balance settlement.
- Preparing invoices and vouchers.
- Prepare monthly Stock & Sales Statements.
- Printing and Scanning documents. Filing and Document updating.
- Handling of confidential documents like Tender, Agreement, MD's approvals etc. Keeping secrecy.
- Copy Editing and Proof reading documents; Correction in the Clauses of Agreement.
- Guest Mgmts. – welcome guests by greeting them, in person. Take care of Guests hotel stay and vehicles.
- Create IOM (Inter Office Memo) for management approval.
- VISA processing. Arranging all other documents needed for foreign travels.
- Co-ordinate with various departments via mail, telephonic & personally for updating information.
- Co-ordinate with site/plant/factory departments regarding BOM (Bill of Material).
- Export Costing Work - Calculate CIF and FOB price. Sending proposal and quotation to client's.
- Collect and find Export Data using EXIM NET system (ERP/Co. Software).

- Online Search - Manufacturer of pharmaceutical products. Applying online for participating in seminar, exhibition.
- ERP SAP (WM module) EXPERIENCE with implementation & functional consultant**
- End to end implementation of SAP module LE/WM.
 - Gathered and mapped all required processes in the ERP SAP WM.
 - Define Organisational Structure, Configuration system, Customising System and Assignment to WM.
 - Provide business process guidance including inbound and outbound processes on SAP requirements specially in the area of Warehouse Management (creating Transfer Order (TO), Transfer Required (TR), Purchase Order (PO), Inventory Management, Storage bin management, Warehouse Functionalities, goods movements and related master data).
 - Logistics Execution (Costing work, creating Goods receipt, Goods Issue, put away strategies, moving material within warehouse, Stock Removal strategies to define FIFO LIFO, Physical Inventory, Quality Management and related Master Data).
 - Assisting Logistic Container Management : involved in the process of creating, changing and displaying containers as Master Date in SAP. Organise transportation activities including storage of goods, managing information from plant of origin to delivery and transportation movement by using corresponding transactions from plant maintenance.

RELIANCE INDUSTRIES LIMITED

Rabale, Navi Mumbai, India

Profile -: Executive Assistance / Projects Support & end user in SAP MM

Duration -: Sep 2012 – July 2016 - (3 yrs. 10 m.)

Department -: Project Management Department

Employment Type -: Third Party Payroll (Team lease Services)

Key Skills -: Office Coordination; Time Management; Planning; Administrative Services; Analytical skills;

Description -:

- Assist the Sr. Vice President in office activities and perform a variety of administrative tasks and supports in ERP.
- Daily worked in MS Office, Outlook, Internet, SAP/RIEMS/Mat-Man/ESS (ERP) for business development.
- Co-ordinate with various departments via mail, telephonic & personally. Liaison with staffs and domestic Vendors.
- Gather information using various sources, documentation, filing, records maintenance.
- Booking of Conference Room, VC Room for Vendor meeting. Provide general assistance during meetings.
- Managing Calendar for scheduling meetings, appointments, conference calls, travel plan, events etc.
- Managing Travels (Domestic and International) includes Flights/Hotel/Cabs/Forex/Travel Insurance and VISAs.
- Make photocopies, scan documents, mail packages, and assist with any other administrative office duties.
- Regularize the attendance, approve expense reports of other Engineers, approve leave, approve DTAP/OTAP.
- Create monthly expense reports in ESS. Review and submit Expense reports to finance department for settlement.
- Voucher Creation - Travel Voucher, Medical Reimbursement, Car & Fuel Voucher. Review and submit.
- Preparing MIS reports in excel. Assist to creating, editing & formatting Presentation using Microsoft Office products such as PowerPoint, Excel.

ERP SAP (MM/WM) EXPERIENCE : 3.6 years with implementation and projects support, end user

- End to end implementation of SAP MM/WM modules.
- Gathered & mapping all required processes in ERP SAP MM, Inventory Management, Vendor Master.
- Define Organisation, Company Code, Plant, Storage Location, Purchase Organisation.
- Configuration system, Customising System and Assignment to MM.
- SAP MM Contract : Create and make changes in MM Contract and scheduling agreement.
- Create Quota arrangement and make changes.
- Creating Physical Inventory Documents.

- Creating source list, creating Purchase Requisition (PR), Purchase Order (PO), GRN, Service Entry, Service and material PR, POs and released it at all level. Manage stock assets and keep track on profit and loss.
- Creating Goods receipt, Goods Issue, Quality Management and related Master Data.
- T-Codes – worked in SPRO, MIGO, LT04, LT21, LT12, LS01n/02n/03n, MMBE, LS26, ML81/82/83, YMRE, YE55, ME21/22/23, ME51/52/53/54, LI01/02/03/04, LB01/02/03, LB10/11/12, ME31k/32k/33k, ME311/321/331.

INTELENET GLOBAL SERVICES LTD (BPO)

Mahape, Navi Mumbai, India

Profile -: Back Office Executive

Duration -: Dec 2009 – Sep 2012 - (2 yrs. 9 m.)

Department -: Operational Department

Key Skills -: Back end international claim processing; Reports preparation; Internet surfing;

Description -:

- USA Project – **Medical claims** processing in CITRIX (ERP) system. Maintain database reports and quality check.
- Performing market research to find the required information which is not available in database system.
- Analysing consumer trends and handling accounting and finance tasks regarding collection of claims.

OCWEN FINANCIAL SERVICES PVT LTD (BPO)

Malad, Mumbai, India

Profile -: Back Office Executive

Duration -: April 2009 – Dec 2009 - (8 months)

Department -: Operational Department

Key Skills -: Mortgage loan services data processing; Internet surfing; Data validation; Data consolidate;

Description -:

- USA Project – **Financial claims** processing on client own server and quality checks.
- Resolving queries & discrepancies based on resolutions sent by other. Finally, Claim send for collection department for collecting monthly principal and interest from homeowners.

CALIBER POINT (BPO) LTD.

Mahape, Navi Mumbai, India

Profile -: Back Office Executive

Duration -: Jan 2007 – March 2009 - (2 yrs. 2 m.)

Department -: Operational Department

Key Skills -: Data entry operation; Computer operating; Insurance claim processing in CITRIX (ERP) system;

Description -: Fill Insurance Application Forms in Citrix system; and Quality checks. Responsible for managing data and keeping it organized.

AC NIELSON / ORG MARG Marketing Research Organization

Sion, Mumbai, India

Profile -: Interviewer

Duration -: June 2003 – Dec. 2006 - (3 yrs. 6 m.)

Key Skills -: Market Survey; Market Research; Competitor Study; Field Work;

Description -: Collect information from people on existing market products by asking people a series of questions. Visiting market, residential & commercial places and try to find out detailed information about a specific products.

EDUCATIONAL CHART

Qualification	Name of Institute & College	Year of Passing	Percentage
Bachelor of Commerce in Financial Accounting and Management (B.Com)	Mumbai University, Mumbai N.G. Bedekar Thana College, Thane	March 2003	43.28%
Higher Secondary School Certificate (HSC) Including Secretarial Practice	Dnyansadana Junior College, Thane	March 1999	49.67%
Secondary School Certificate (SSC)	R. J. Thakur Vidyamandir, Thane	March 1997	55.06%

TECHNICAL SKILLS :-

- English Typing @ 40 WPM.
- MS-Office (Word, Excel, Power Point, Outlook, Access), Advance Excel 2007/2010/2013, Tally 5.4, MS-DOS.
- Hands on experience in ERP software applications CITRIX, WAVE 5, REIMS, Mat-Man, ESS.
- Hands on experience in ERP SAP (WM/MM) modules training provided by Reliance Industries Ltd.

LANGUAGE SKILLS :- English | Hindi | Marathi (Mother tongue)

ACHIEVEMENTS

- Learned to operate new office technologies as they were launched and implemented.
- Promoted to supervisor of other clerical staff.
- Assumed responsibility of providing new employees with training and orientation.
- 100% involvement in the organization and contribution towards handling the situation.
- Received Appreciation Letter, Employee of the month and best employee awards during tenure.

DECLARATION

I hereby declare that all information mentioned above is true to the best of my knowledge and belief. Thank you in anticipation and looking forward to your kind favourable reply at the earliest.

PLACE :- THANE

SIGN.

SUNIL SAKPAL