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**MANISH KUMAR RAI**

**ASSISTANT- EDP**

**ABOUT ME**

**WORK EXPERIENCE**  
2 Years

I, Manish Kumar Rai S/o Mr. Daya Shankar Rai I have Experience in the field of SAP MM Module now I am working in a Manufacturing Sector since last Two years. I am a Graduate from RDVV Jabalpur M.P.

**AGE**  
28



**Education**

**Bachelor of Computer Application Academic Year Marks Obtained Division**Rani Durgavati Vishwavidyalaya 2012 65.37% First  
Jabalpur (M.P.)

**12th** 2007 58.20% SecondAIC (UP Board)   
Mahuli, Sonbhadra   
Uttar Pradesh

**10th** 2004 49.50% SecondHIC (UP Board)   
Renukoot, Sonbhadra   
Uttar Pradesh



**Career Highlights**

To work for the organization to the best of my knowledge and ability from where the organization could benefit from my services and provide me the knowledge that are professionally important to me.

* SAP MM & PP Module.
* Knowledge of MM module (Material Purchasing) Creating PR and PO.
* Reconciliation – Raw materials & Finished Products.
* Inventory Management – Finished Products.
* Raw Material Requirement Planning.
* MIS Preparation
* Master Data – BOM, Recipe & Production Version.
* Material receiving in SAP



**Skills**

* Purchase Order
* SAP PP
* Material Receiving
* SAP QM
* MIS



**Work Experience**

March 2016 – Current  
**Assistant –EDP**   
Century Plyboards (I) Ltd.   
Gandhidham, Gujarat

India’s well-known manufacturer of ply boards laminates etc. {First ISO 9000 Company in India for Veneer & Plywood Manufacturing & Marketing Organization in India}.

* MIS Preparation.
* Knowledge of MM module (Material Purchasing).
* Material receiving in SAP “MIGO”.
* Creating Purchase Requisition and Purchase Order.
* Creation of Material Code.
* Creation of Vander Code.
* Maintain chapter id (HSN Code).
* Quality View Creation for Material.
* Quality inspection.
* Reconciliation – Raw materials & Finished Products.
* Inventory Management – Finished Products.
* Raw Material Requirement Planning.
* Master Data – BOM, Recipe & Production Version.
* Creating Process Order in SAP.
* Production and consumption entry in SAP.



**Computer Proficiency**

* Operating System: DOS, Windows 95, 2000, 7 & XP.
* Application Software: MS Office, Internet, E-mail, C, C++, Java etc.
* Operating SAP software.



**Languages**

* Hindi
* English



**Personal Interests**

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| * Travelling | * Internet Surfing |
| * Listening music | * Playing Game |
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**Personal Details**

Father’s Name: Mr. Daya Shankar Rai Marital Status: Married  
Birthday: December 10, 1989 Nationality: Indian  
Gender: Male Religion: Hindu

Current CTC: Rs.3.5 Lacks + Free Accommodation & Food Allowance

Expected CTC: Rs. 4.5 Lacks + Free Accommodation & Food Allowance

**Declaration**

I, Manish Kumar Rai, hereby declared that the information contained herein above is true and correct to the best of my knowledge and belief.

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Manish Kumar Rai