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| **Career Objective** |

To work extensively in an organization where hard work, ability and sincerity is duly rewarded and one’s talent is innovated and offer my Candidature for Oracle Financials Functional Consultant position in a prestigious and esteemed organization.

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| **Expertise** |

* ONE Full Life Cycle Implementation and ONE Production Support project experience in Oracle Applications
* Excellent understanding of Oracle Financial Modules with more than FOUR years of experience
* Understanding of Oracle Application Implementation Method (AIM)
* Knowledge in Order to Cash & Procure to Pay cycles
* Experience in Design and Development of Financial Statement Generator (FSG) Reports as per Business Needs
* Ability to deliver the best, even in the most Critical Phases of the project
* Possess excellent communication skills and good Zeal in adapting to new technologies
* Hands on practice in India Localization part including Tax Structure Vat & Excise Formalities
* Expertise in RG Consolidation, can implement a complete cycle from MODVAT Claim to match with the Excise Payable Accounts.
* Bank Reconciliation.
* HRMS, had a functional lead in developing one HRMS Customized Module for the company.
* Get trained from Oracle Corporation for Accounts Receivables and Payables.

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| **Education** |

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| **Qualification** | **Board/University** | **Percentage** | **Year** |
| M.A. Economics | Guru Nanak Dev University Amritsar | 59 | 1990 |
| PG Diploma in Computer Sciences | Sahyog Institute Delhi | 89 | 1990 |

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| **Pursuing for MBA Finance** |

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| **Technical Skills** |

ERP : Oracle E-Business Suite 11.5.10.2

Modules : GL, AP, AR, CM, FA and Web ADI

Operating Systems : Windows XP, Windows 2003, UNIX, LINUX

Other Tools : Data Load, MS Visio, MS Project, MS Office

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| **Oracle Experience** |

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| **Implementation of Oracle Applications** | |
| **Client** | **Khanna Paper Mills Limited, Amrisar, Punjab** |
| **Duration** | **Jan’04 to till date** |
| **Modules** | General Ledger, Accounts Payables, Accounts Receivables |
| **Version** | Release 11i (11.5.10.2) with India Localization |
| **Role** | **Financial Functional Lead** |

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| **Responsibilities** |

* Involved and responsible for General Ledger, Accounts Payables and Accounts Receivables.
* Updated Current Business Process and Proposed Business Process documents and helped Functional Leader in closing some of the gaps through workarounds
* Prepared more than 40 Test Scripts covering all business processes adopted in the company for both modules
* Prepared Data Mapping using AIM template CV040 for migrating Supplier master data & Customer master data
* Prepared Functional Specification Document using AIM template MD 50 for developing multiple reports including Supplier Balance Report, Supplier Aging Analysis Report, and Supplier Payments Report as per client formats. Helped Technical Consultant in design, coding and testing of these reports
* Conducted Training Program for both Key Users and End Users to facilitate implementation at multiple locations of the company
* Prepared Minutes of the Meetings to track project issues and coordinated with other consultants in closure of issues
* Involved in Issue Log preparation and maintenance and circulated to team as and when required
* Involved in issue log preparation and maintenance & circulated to team as and when received and attended help desk calls
* Coordinate with other members in the team to resolve issue through creation of TAR in Metalink
* Reconcile Accounts Payable and Accounts Receivables with General Ledger every month with the help of Account Heads.
* Conduct Training for end users and new employees as part of employee induction
* Create Standard Operating Procedures, prepare documents and circulate them

Functional Experience in Localization Issues.

As a module champ and functional lead has following experiences during pre and post implementation of the project.

* Maintenance of RG 23 A II and RG 23 C II Registers.
* Tax Structure Claimable and non-Claimable.
* Vat Handling Forms 18,19,31,32.
* Excise Payable issues with Order Management and Accounts Receivables.
* Maintaining GL Accounts for Excise Payables and Excise Claimable.
* PLA Account, RG23AII and RG23CII Account.
* Handling of auto created PLA invoices in AP and in turn maintenance of PLA Account.
* Maintenance of Chart of Account in respect of Control and other accrued accounts.
* Handling BOE in case of imports.
* Handling of taxes at different ORG Level.
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* Time to time implementation of patch set as and when required.

**Involvement in different projects with Oracle Apps.**

As a Financial Functional consultant, I have done application set up, Key Users Training, Conference Room Piloting, Go Live preparation in Oracle Receivables, Cash Management and set ups required on all modules with relation to India Localization. Also involved in training Key Users on all India Localization features available on all modules and post go live support. I am with the project till total delivery.

**Modules Involved:**

Purchasing

Accounts Payable

Order Management

Accounts Receivable

Cash Management

India Localization

General Ledger

* Active member of providing end-to-end solution for M/s Khanna Paper Mills Limited at the time of implementation.
* Generation of FSGs from time to time to get clear picture of finance for the company.
* Developed a complete cycle of HRMS (customized) and co is still working in said module.
* Had complete of knowledge of two cycles
  + - * O2C (Order to Cash)
      * P2P (Procure to Pay)
* Team lead for Profile Management System.
* Implement complete end-to-end cycle and integrate with OM as far as Collectors are concerned.
* Ongoing user support and month-end support
* Conduct multiple application trainings for new and advanced users
* Functionality testing during test.
* Investigate options for fiscal year changes and create related solution design documents; help technical team to develop SQL\*Plus scripts.

**Key activities carried out during the course of the project:**

* **Application Setup and Testing of PO, AP, OM, AR, Cash Management and India Localization**
* Used Data Loader tool to upload Profiles, Responsibility and other common application setups and master data translation.
* BR – 100 Walk Through
* Conference Room Pilot
* User Acceptance Training.
* User Support
* Go Live and Post Go Live support.

**18-Jul-2011 to till date Senior Manager (IT) Designation IT Head at M/S Wave Beverages Amritsar F/H Coca-Cola Company Limited.**

**21-Mar-2011 to till 12-07-2011 Senior Manager – (IT) – Shipra Estate Limited Indirapuram, Ghaziabad.**

Looking after complete functional area in context Mall Operation and Real Estate Business.

Looking after Complete Functional Working regarding IT in FMCG Module,

**Jan 2004 to 12-Mar-2011 Senior Manager – (IT) – Khanna Paper Mills Ltd.,** -Amritsar, Punjab Manufacturer & Importer-Exporter.

### **Supportive Role in Accounts, Finance & Banking**

* Supervision and finalization of accounts for five years
* Financial planning & Working Capital Management
* MIS
* Implementation of systems, procedures & controls
* Costing
* Incorporated a company and self managed for two years
* Expenditure control & Cost reduction suggestions
* Preparation of Budgets, variance analyses & reporting
* Worked for Bank Limits, bank coordination & reporting
* Preparation of project reports
* Statutory compliance of direct & indirect taxation, corporate laws & Auditing
* Assisted in all functional areas of the company with special regard to finance & accounts.
* Month End support to close the periods of Accounts Payables, Accounts Receivables, knowledge transfer if required in closing of periods.
* Metalink Searching as and when required.
* Helping Operational user to handle SR (Service Request) if any issue is created.

**Other Fields from Oracle Apps**

#### **Before implementation of ERP, worked as a software consultant and team lead (Functional as well as Technical) for the leading institutions of Amritsar like**

#### **Khanna Paper Mills Pvt. Ltd. (Individually handled Project before ERP implementation more than 15 years of experience in paper & board industry)**

#### **Sun Beam Textiles**

#### **Surya Processors Pvt. Ltd. Ghaziabad**

#### **Ishwar Vanaspati Pathankot**

#### **Aneja Food Products**

#### **Amritsar Club**

#### **Aga Heritage Club**

#### **Star Textiles**

#### **R.R. Wollen Mills**

#### **Service Club**

#### **Red Cross Society, Amritsar**

#### **Punjab Mandi Board**

#### **P.B. Memorial School Amritsar**

#### **D.A.V. International School**

#### **Shree Guru Harkishan Public School**

#### **And other small scale units.**

#### **End to End Life cycle and development of all modules had been done by me in FoxPro, compliers like (Clipper, COBOL, C++) (DOS Base Environment) with a team of 4 persons.**

**PERSONAL Information**

**Date and Place of Birth : 02-Dec-1968, Amritsar, Punjab**

**Languages Known : English, Punjabi and Hindi**

**Father's Name : Sh. Surinder Singh**

**Father's Occupation : Business**

**Contact Number : 09876061886**

**Period wise detail of Profile**

Jan 2004 to Mar 2006

Key member of Implementation team with Satyam Hyderabad.

Profile

* Looking after HRMS Module (Taken only for Hierarchy Purpose)
* Order Management Module (Order to Cash Cycle)
* Accounts Receivable Module

April 2006 – August 2007

Position Held : Deputy Manager

Key Areas

* Order to Cash Module
  + Taking care of all setups required for perfect movements of transactions travelling thru OM to AR.
  + Includes creation new order types with complete track of excise generation.
  + This process also includes India Local Inventory where creation of new orgs with Master Orgs, setups of new tax calendars, maintenance of bond register
  + Assign – un-assign new order types required for excise generation setups
  + Testing of new types of transactions.
  + RG Consolidation : This process is being taken care by me till date that is being a month end process of AR and inventory the whole movements, steps required at the last day of any month
  + Period Open and Close
  + Accounts Reconciliation of AR: that is AR Reconciliation report checking with respect to GL.
* HRMS Module
  + As we are not in Oracle HRMS module and it is being used only for the purpose of maintaining hierarchy structure with respect to Purchase Module, so need of customized solution of HR module is there. Hence management took my services for designing and implementing the same as per oracle HRMS Module.
  + Designing. Testing and implementing part of this module is done and is successfully implemented and working till date
  + Taking care of all changes required by the management and changes implemented by Centre Govt. which affect the working of HRMS (Customized) Module.
* Support Excise Team
  + Added responsibility of taking care of all excise obligation with respect to Oracle Apps is given which covers handling of
    - PLA Register
    - RG23 A II
    - RG 23 C II
    - Deferred Credit for CII

September 2007 to August 2008

Position Held : Manager

In addition to above said profile following areas are attached:-

**Functional Lead**

IT department is divided into two divisions namely :-

* Technical
* Functional

My services are being taken for Functional Lead with promotion from Dy. Manager to Manager.

Team Size: 10

All candidates were involved in Oracle Apps under different streams.

Main Key Areas

* Working as a team lead have to cover all hiccups faced by our operational users taking care of all issues faced by my team members
* GL Super user
* All types of posting that is from AR or AP is being taken care of
* Control Accounts to be taken care of
* Daily Posting with respect to receivables and Payables required for maintaining P&L and Balance Sheet.
* Customization Lead: Added responsibilities to take care of all customization with end to end results.
* Raising SR with Metalink Oracle to solve issues faced by operational users.
* Redesigning and Concept giving technologies under AIMS is applied to have end to end solution at our work place.
* As we have not taken Transporter Module of Oracle Apps same is customized and working successfully.
* Gate Inward/ Outward Details is being captured thru customized module in accordance with Oracle Apps Standards that is taking care of all Oracle Interface requirements.
* Cash Management Module Implementation
* Aging Concept of AR is redesigned as per requirements of Management.
* FSG : Financial Statement generator of Oracle Apps is implemented after getting training from Satyam at Hyderabad.
* Certification from Oracle for training in AP and AR
* AP module reconciliation with GL taking care of all stuck-batches with reference to metalink if required.
* RG Consolidation : As our company is 1000 Cr. Group so we need to take very minute observation at RG consolidation at every month end so this aspect is added to my profile as this part is related to excise department but IT is being taken care of this as of now.

September 2008 to March 2011

Working as Functional Lead with all said jobs attached to profile in addition to improve the working of operational people here asked to take care of OPM Financials where complete track of costing is required. As of now we are on PMAC concept (Periodic Moving Average Cost) of Oracle Apps and we are after it to know the actual cost of our product to streamline price of our finished goods in the open market.

Added Area of Profile :-

* As there are three major aspects of any ERP to run successfully namely :-
  + - Customer
    - Supplier
    - Item

If these are in perfect routine then there is nothing to worry as of now I am looking after these concepts and we are also able to save a lot with this concept especially based on items and new supplier and we have implemented a complete track of suppliers in the system with proper hierarchy.

* Bank Charges Concept : Before implementing this new concept we are accepting all charges as per Bank’s Option but now we have standardized all charges in oracle apps and system do care of all charges charged by the Bank and compare it with standard concept and auto mail all mismatch to management and upper layer managers so that they can take immediate action to solve this mismatch and ask waiver from the bank with this we are saving approx. 10-15 lacs a year.

Summary

Number of Implementations done : Two

Onsite : 2

Offsite : 1 (Support)

Description for Online Implementation

Team Size : 20 Members

Role : Team Lead for Order to Cash Module

Period : 2004 to 2005

Live on : 1st March 2005

Responsibility :

Looking after all the setup part ready for CRP (Conference Room Pilot) and checking all the reports from Oracle Apps.

Modules Used

1. Order Management
2. Inventory
3. Receivables
4. General Ledger

During this implementation complete track with legacy data to update and view all the transaction travelling from OM module to AR and AR to GL and during transactions movements of inventory with context to store and Finish House.

Off site

As the company grows from single platform to multiple platforms Oracle apps was implemented at macro level that is covered area is now not from Amritsar only rather Mumbai, Mundra, Chandigarh, Ludhiana, Ahmedabad and Chennai

Team Size : 10 Members

Role : Functional Team Lead

Live on 15th Sept 2007

Responsibility

Complete coverage by making active hub at Amritsar being a controlling unit and having two SOBs set of books to maintain the records.

Costing Module is also implemented now and reports and trial maintenance having transactions of costing module as well

Multi-Org is now giving full level results.

AR-GL re-consolidation at every month end

RG Consolidation at every month end different set of books.

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| Company’s Name | Period | Role |
| Khanna Paper Mills Limited | 2004-2005 | O2c : Team Lead |
|  | 2005-2008 | Functional Team Lead |

**18-Jul-2011 to till date Senior Manager (IT) Designation IT Head at M/S Wave Beverages Amritsar F/H Coca-Cola Company India Limited and looking after CRM, Sales & Distribution and Finance Module.**

**Roles & Responsibilities**

* **Business Analyst**
* **Mapping requirements with existing ERP system**
* **CRM for SGAs**
* **As a coordinator between Shipping and Finance Departement**
* **Visualizing Work Flow of Claims across the franchise.**
* **Production Department Issues Handling in context of IT/ERP**
* **Networking Maintenance with team.**

**Worked as Business Analyst & ERP Consultant at Datawind Inc (P) Ltd for Six Months from Jun-2013 to Dec-2013.**

**21-Mar-2011 to till 12-07-2011 Senior Manager – (IT) – Shipra Estate Limited Indirapuram, Ghaziabad.**