# ***RESUME***

***DIWAKAR WARDHAN***

House No. 2470-A, LIG, ***✆*** 9416285839, 8222930371

Housing Board Colony, Sector-3, **🖂** diwakarwardhan@hotmail.com

Ballabgarh, Faridabad - 121004

***CAREER OBJECTIVE:***

*I believe in going beyond the role of a mere IT Personnel by equally involving in all the departments and activities like 5S, KAIZENS, Finance, GST, PPC, Store, Purchase, QA, Production, Maintenance etc. to improve the overall productivity and growth of the Organization.*

***STRENGTH:***

##### *Honest, Hardworking, Punctual, Well behaved, Positive Attitude, Motivated, Energetic, Cooperative, disciplined, learner, Team Player.*

***SPECIALITY :***

##### *Having Special Combination of Qualifications (MECHANICAL & IT ) Which is best suited for Industrial sector. Experience makes me a Techno – Commercial. SAP MM Core User and Member SAP Operational Support Team.*

***AWARDS & HONOURS:***

“***GOLD MEDLIST***” in 3 Years Diploma in Mechanical Engineering.

***ACADEMIC RECORD :***

1-1/2 Years ***Post Diploma in Computer Applications*** from State Board of Technical Education – Haryana Securing 79.44 % (Ist Div.) in the Year 1990

3 Years ***Diploma in Mechanical Engineering*** from State Board of Technical Education – Haryana Securing 73.23 % (Ist Div.) in the Year 1986

8 Week Practical Training in ***Computer Programming*** at Technical Teachers Training Institute, Chandigarh in the year 1990.

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6 Month Certificate Course in ***Unix & C from NIIT***, Faridabad Centre Securing Grade-A in The Year 1994

8 Week Certificate Course in ***AUTOCAD*** from Uptron ACL, Faridabad Centre in The Year 1996.

8 Week Certificate Course in ***WINDOWS & MS-OFFICE*** from Aptech, Faridabad Centre in The Year 1997.

8 Week Certificate Course in ***Visual Basic*** from Computer Point, Ballabgarh in The Year 1999.

**1 Week Special Training on PLC / SLC Programming from Rockwell Automation India Pvt. Ltd., New Delhi in the Month of July-2006.**

***SAP ECC-6****:*

*6 Month training in SAP as Core user for MM Module from December-2008 to May-2009. We are online in SAP since June-2009.*

***PRESENT JOB RESPONSIBILITY*** *:*

*Responsible for complete IT Function. Purchase of New Hardware, Software Licenses, MIS Reporting, End User Training, General SAP Support, SAP MM Support across all Plants, SAP Quality Testing, Z Testing, New Material Codes in SAP, New Vendor & Customer Codes in SAP, Maintaining Table KP26, Monthly Cost Run, Partially Cost Run in SAP, Sale / Purchase Analysis, Stock Ageing, Vendor Stock Ageing, Plant Asset Utilisation, SAP Data Audit, Company Annual Budget Preparation, Loss Leader Working, Maruti Kanban & DI System etc.*

##### *EARLIER PLATEFORM WORKED ON:*

*Worked on* ***NOVELL NETWARE 3.12*** *With* ***FOXPRO 2.6*** *AS RDBMS,* ***WINDOWS-2003*** *on Server,* ***WINDOWS-XP*** *on Workstations and* ***FOXPRO 2.6*** *as RDBMS.*

***EARLIER SOFTWARES DEVELOPED*** *:*

Develop Software in “*ERP*” fashion for Systematic Resource Planning & Meeting “*MIS, QS-9000, TS-16949 & ISO-14001*” requirements for following Modules using Foxpro :-

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* ***BILL OF MATERIAL***
* ***INDENTS, PURCHASE ORDERS & SCHEDULES***
* ***STORE INVENTORY***
* ***PRODUCTION & PLANNING***
* ***SALES***
* ***CENVAT – COMPUTERISED EXCISE & SERVICE TAX***
* ***FINANCIAL ACCOUNTING***
* ***PAYROLL SYSTEM***
* ***PREVENTIVE MAINTENANCE***
* ***INSTRUMENT CALIBRATION***
* ***MIS, QS-9000, TS-16949 & ISO-14001 REQUIREMENTS***

***WORK EXPERIENCE : 28 Years +***

***EMPLOYMENT DETAILS***  (Starting with current employment)

Presently working with M/S Sintex-BAPL Limited (Formerly known as Bright Autoplast Ltd. & Bright Brothers Limited), Plot. No, 4, Roz-Ka-Meo Industrial Area, Sohna, Distt. Mewat, Haryana, since December, 1996 as Head-IT. A TS-16949, ISO-14001 & QS-9001 Company, pioneer in Plastic Injection Moulding. OEM to Maruti, Whirlpool, Honda Motorcycle, Sony, LG, Singer, Voltas, Onida etc. Bright have capacity from 180 T to 2700 T Plastic Injection Moulding Machines of Brand UBE Japan, Negri Bossi Italy, Windsor, Hwachin, Hatian etc.

Worked with M/S Star Wire India Limited, 21/4, Mathura Road, Ballabgarh, Faridabad from May-1994 to December-1996 as Programmer. A Steel Melting / Rolling Unit, Pioneer in Silico Manganese Steel, Steel Castings & Bullet Proof Armour’s for defense, Valve Steel etc. Manufacturer of Bullet Proof Jackets, Helmets & Bullet Proof Vehicals.

*Worked with* ***M/S The Printers House Limited****, 22/1, Mathura Road, Ballabgarh, Faridabad from July-1990 to May-1994 as Asst. Programmer. A reputed manufacturer of Web Offset Printing Machines under Brand Name of Orient, Supplier to Hind Samachar, Amar Ujala, Denik Jagran, Nav Bharat Times, Malyala Manorma, Enadu, Geeta Press, Indian Express etc. and even exports to Gulf, Russia, Europe etc.*

*Worked with* ***M/S Hindustan Clutches & Compressors Pvt. Ltd****., 653, Ind. Area-I, Chandigarh from Mar-1988 to Sep-1988 as Production Supervisor. A small scale industry, Clutch manufacturer for HMT and Swaraj Tractors.*

*Worked with* ***M/S V.V. Motor Industries****, 704, Ind. Area-I, Chandigarh from Sep-1986 to Feb-1988 as Production Supervisor. A small scale industry, Manufacturing Tractor & Automobile parts.*

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***PERSONAL INFO :***

NAME : ***DIWAKAR WARDHAN***

FATHER’S NAME : LT. SH. FAQUIR CHAND WARDHAN

DATE OF BIRTH : 25-10-1966

LANGUAGES KNOWN : Hindi, English, Himachaly

PERMANENT ADDRESS : Village & PO Sidh Pur Ghar

(Near Kala Nala Power House)

The. Jawali, Distt. Kangra,

HP - 176 021.

SALARY DRAWN : ***Rs. 17.50 Lacs PA***

SALARY EXPECTED : ***Negotiable.***

(***DIWAKAR WARDHAN***)

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| *JOB RESPONSIBILITIES : SAP KEY AREAS* | |
| **1** | Act as a link between SAP Users & SAP corporate Team |
| **2** | Being SAP MM Core user, Provide Support across all SBAPL Plants |
| **3** | Quality Testing / Z Testing |
| **4** | New Material Codes (Data Verification & Forwarding) (MM01, MM02, MM03) |
| **5** | New Supplier Codes (Data Verification & Forwarding) (XK01, XK02, XK03) |
| **6** | New Customer Codes (Data Verification & Forwarding) (XD01, XD02, XD03) |
| **7** | Cross Verification of Service PRs for GL Assigned before release (ME54N, ME55) |
| **8** | Analysis of Cost Run Vs Sale Price (CK83) |
| **9** | Close Pending Reservations - MBVR |
| **10** | Internal Audits - SAP Data validity on regular basis |
| **11** | 3rd party Vendor Stock analysis (MBLB) |
| **12** | Dead Stock Analysis |
| **13** | Maintain Table KP26 |
| **14** | Monthly Cost Run - CK40N |
| **15** | Partial Cost Release (CK11N, CK24) |
| **16** | J1ID Master Update |
| **17** | Authorised Member for BAPL SAP Change Request (SAPCR) |
| **18** | Order Analysis for production cost (COOIS) |
| **19** | Existing Master Data Verification on regular basis (MM60) |
| **20** | Material Consumption Analysis SAP Vs Actual (COOIS) |
| **21** | Maintain Pricing & GST Conditions For Sale (VK11, VK12, VK13) |
| **22** | Maintain GST Conditions For Purchase (FV11, FV12, FV13) |
| **23** | PR / PO Release (ME54N, ME55, ME28, ME29N) |
| **24** | Block Material Codes, Suppliers Codes |
| **25** | Data Retrieval from Table (SE16) |
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| **Regular T-Codes in Use** | ME51N, ME52N, ME53N, MMSC, ME5A, ME21N, ME22N, ME23N, ME2N, ME2M, MB21, MB25, MIGO, MB90, ME9F, MB02, ML81N, MC.9, MC.1, MB5B, MMBE, MB51, MB52, MB59, SP01, SU53, MC48, MC46, MB1A, MB1B, MB1C, CS01, CS02, CS03, CS15, VA01, VA02, VA03, AR02, MCRE, KO23, FS10N, F.01, FAGLL03 etc |
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