**ARUN SAINI**

**Contact:** 9821127576 **E-Mail:** arunsaini576@gmail.com

A focused and goal oriented professional with proficiency in **Mastering ERP Software**, highly knowledgeable in a wide variety of professional disciplines, **targeting mid-level assignments in SAP Software** with an organization of repute preferably in Delhi & NCR

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| **Academic Details**   * Pursuing P.G.D. in Operations Management from UTS Global, Pune * Diploma(3 yrs) in Computer Engineering from P.D.M. Polytechnic, Bahadurgarh in 2005 * 10th from Shah Satnam Singh ji Boys’ School, Sirsa, CBSE in 2001   **IT Skills**  **Operating Systems:** Windows 98, 2000, XP, 7, 8 and UNIX  **Application tools:**MS Office (Word, Excel and PowerPoint)  **Programming Languages:** C and C++  **Internet Applications:** HTML, LAN, DNS and WINS  **Databases:** Oracle 9i, 10g and SQL/PLSQL  **Software:**ERP**,** SAP MM ECC6.0**,** INFOR LN FP 7, BillingproV-4.7 | | **Profile Summary**   * A dedicated professional with over 8 years of experience in:   **~Monitoring, Documentation ~Purchase Order Creation**  **~Supplier Database ~Non Bill of Materials Issuance**  **~ Procurement Process ~Master Data**  **~Purchase Optimization ~Material Requirements Planning**   * Extensive knowledge of **SAP, Finsys, Baan (Infor Ln) and BillingproV-4.7** software * Configured and maintained Release Procedures of **Purchase Requisitions (PR), Purchase Orders (PO), Contract and Service Entry Sheets; made Purchase Requisitions (PR)** mandatory for creation of Purchase Orders (PO); customised workflow to trigger intimation mails in user inboxes * Skilled in handling the entire gamut of data entry entailing acquiring the accurate information from clients, checking the discrepancies & so on * Proficiency in managing the life **ERP- MM Module** creating master record and updating data in ERP as per requirement * Involved in functions related to **SAP Release strategy**, Supply Chain Management * An excellent team player, optimistic, quick learner and hardworking professional with desire for expansion of current skill set in a fast-paced work environment |
| **Core Competencies**   * Rendering support to the process by ensuring the latest maintained documentation is available and updates are issued in a timely manner * Monitoring quality & verification of proof-read documents; sustaining process document control process * Implementing process handover procedure and ensuring necessary information is gathered and controlled * Conferring with relevant staff regarding opportunities to improve system * Executing the assignments like on screen & slides presentations, graphs & charts for daily, weekly & monthly reports * Archiving the daily reports, log-sheets etc. coming from the plants and as document controller for the manuals and technical documents | |
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**Organizational Experience**

**Since Sep’10 with M/s Pranav Vikas (India) Pvt. Ltd., Faridabad as Engineer/Executive-Engineering Dept.**

***(Reporting To: Sr. Manager/ General Manager)***

**Key Result Areas:**

* Preparing purchase orders in Baan, ERP Software
* Preparing RFQ (Request for Quotation) in Infor, Baan ERP Software.
* Creating Material Master in ERP system.
* Managing and monitoring documents related to office & invoices concerned with the incoming and outgoing stock; scrutinising the mails and other Internet related work
* Creating purchase orders and executed their related process (P.O. Submit, Release P.O. to warehouse)
* Recording the file of engineering drawing and maintaining tool fabrication record
* Releasing payment requests to account department as per the purchase orders

**Highlights:**

* Supervised and controlled the accounts department & coordination with all the units regarding maintenance of accounts as well as spearheaded various books of accounts in computerised system using Infor Ln ERP(Baan)
* Resolved tickets and problems encountered by users during usage of the ERP MM module and Accounts Payable/ Invoice handling, as part of post go-live support
* Defined cutover strategy for data migration and initial stock upload, prepared for go-live and provided post go-live support

**Apr’09-Aug’10 with M/s Annand Engineering Works, Faridabad as Jr. Executive**

**(*Reported To: Department Head)***

**Key Result Areas:**

* Gathered & updated data to maintain the departmental records and databases as well as prepared internal reports for management
* Prepared written documentation for the office and evaluating incoming & outgoing purchase orders ,invoices and responses as appropriate
* Entered and verified data in appropriate formats and monitoring quality of data entry from all sources
* Prepared MIS reports & other statements with a view to apprise management of process operations and assist in critical decision-making process

**Highlights:**

* Set up the MIS system for tracking of orders, timely escalation of issues
* Appreciated for covering the minutes of details during preparation of the impact analysis document detailing requirement, solution and risk involved
* Extracted data from the database as well as provided the clients with ad hoc MIS reports as per requirements

**Trainings**

* ERP ECC 6.0 from Ducat India, Faridabad in 2015
* Undergone Behaviour and Motivation training
* ERP Baan on the job training

**Knowledge Purview**

**ERP Skill Set:**

* ERP MM Module Support: Creating master record and updating data in Baan ERP as per requirement
* Procurement Process: Purchase Requisitions / Orders, Request for Quotation
* Creation of Outline Agreements – Contracts.
* Master Data: Material Master, Vendor Master Creation & evaluation, Purchase Info Record and source list
* Purchase Optimization: Contracts, Release Procedures, Purchasing Document Configuration, Release of Purchase Order and Material Requirements Planning (MRP)
* Inventory Management: Goods Receipt, Goods Issue, Stock Transfer, Consignment and Physical Inventory
* Defining Enterprise Structure: Company Code, Controlling Area, Plant, Storage Location and Purchases
* ERP Implementation, Inventory Creation and technical specifications of process instruments
* **SAP:** Studied the As-Is Process and defined the To-Be Process on the basis of business requirements; Detailed end-user documentation, configured the User Guide and held training sessions for end-users

**Personal Details**

**Date of Birth:**  27th September, 1984

**Languages Known:** English and Hindi

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