**Curriculum – Vitae**

**Name : Tejas Ashok Girme**

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**Career Objective**

* Having 6 years of work experience in ERP implementation & client support.
* Excellent communication and inter-personnel skills and a dedicated team player.
* Coordinated and wrote appropriate system test plans, and conducted the testing and implementation..
* Analysis and design of reports and user interfaces with crystal reporting.
* Managing requirements and preparing design documents.
* Implementing software development life cycle policies and procedures.
* Excellent in interacting with the users in collecting the requirements and Proficient in customizing business requirements to Functional Specifications.
* Proficiency in designing & implementation of new ERP systems / procedures to enhance overall efficiency of the organization.

Excellent communication & interpersonal skills with strong analytical, team building, problem solving and organizational abilities.

**Job Details**

**Company Name :** **Jalan Group**

**Designation : ERP CO-ORDINATOR**

**Duration : 01/03/2018 to Till Date**

**Summary of skills and Experience:**

1) Responsible for managing complete ERP System.

2) Assign user rights and password to all Department Employee. This is crucial responsibility. The access rights to user are decided by the top management.

3) Playing a leading role for recommending suggestions to resolve conflicts between business requirements and standard system functionality.

4) Conducting meetings and training sessions for all departments In Head Office and maintaining a logbook of training (i.e. Training topic, duration and attendance of employee)

5) Monitor the master file creation and Transaction data entry by user’s activity.

6) Working as main contact at Jalan Group through which communication is held with Functional Consultants of Strategic Company regarding ERP issues.

7) Ensuring smooth functioning of ERP system and resolving technical (back-end) issues by communicating to Strategic ERP Mumbai.

8) Responsible for queries handling

9) Backup to be taken as per the guideline provided by Strategic ERP implementation team.

10) Coordination with IT team to develop efficient system operations.

11) Generation of daily, weekly and monthly system operations reports.

12) Check computer server network, internet connection, user computers are in good and working condition and coordinate with the hardware and networking engineers and Resolve issue from them.

**Company Name :** **Udyog Software India Pvt. Ltd.**

**Designation : Sr. Technical Analyst (Technical Support and Implementation)**

**Duration : 02-Jan-2012 to 31/12/2017**

**Summary of skills and Experience:**

* Gathering technical and functional clients requirements and manage those requirements through clear and precise documents.
* Developing, maintaining and managing detailed project plans with tasks, deliverables for successful implementation plans.
* Managing and creating client implementation plans.
* Arranging weekly meeting internally for implementation process.
* Coordinating with customer to resolve issue.
* Handling customer request priorities.
* Providing training to users.
* Assigning day to day issues to sub-ordinates
* Preparation of systems design documents and working with the team members and staff to apply best practices to system configuration efforts and organize application pilot testing activities.
* Enhancement in current business process and document new process
* Advice Management on areas in improving process efficiency and increase of productivity.
* Responsible for the delivery of successful projects implementation of the modules assigned in ERP system.
* Provide solutions for the group to have a common platform in communication in all aspects.
* Overall responsibility for assuring efficient and effective use of the ERP system.

**Educational Qualification:**

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| **Sr. No.** | **Degree** | **Year of passing** | **School/College/Board/University** |
| 1 | M.C.M. | 2008 | Pune University / Indsearch College |
| 2 | B.Com | 2006 | Pune University / Symbiosis College |
| 3 | H.S.C | 2003 | Maharashtra Board / Symbiosis College |
| 4 | S.S.C | 2001 | Maharashtra Board / MIT School |

**Work Experience summary: 10 years**

1. **3 Years** as aSr. Software Engineer in **Globalware system & Software solutions.**
2. **6 Years** as aSr. Technical Analyst in **Udyog software India Pvt. Ltd**
3. **1 year** as an ERP coordinator in **Jalan Group**

**Personal Details :**

**Birth-date : -** 02nd January 1984

**Marital Status : -** Married

**Gender : -** Male

**Languages Known : -** English, Hindi, Marathi.

**Hobbies and Interest:**

* Travelling
* Watching Movies and Cricket
* Listening to music