**DIVYA G.M**

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***Karnataka.***

**CAREER OBJECTIVE**

*To utilize my strong technical, analytical and communication skills in a challenging position in the sphere of Sourcing, Procurement, Vendor Development, Material Management*, *SAP Services and Solutions, and contribute to the growth of the Organization in an effective manner overcoming challenges.*

**EXPERIENCE SUMMARY**

* *I have a total of 3 years of Experience.*
* *More than 3 Years of Experience as a SAP User on* ***SAP Material Management Module (MM)*** *and Exposure to different* ***SAP Modules(PM)*** *functionalities..*
* *Expertise in* ***procurement of Mechanical items and Material Management activities involving Material Planning,*** *Preparation of RFQ, Maintain and Compare Quotations.*
* *Planning and Procurement of Components.*
* *Customization of material types and assignment of number ranges for material types.*
* *Preparation of functional specification for creation of reports.*
* *Knowledge of* ***Inventory management****, goods receipts with and without reference, return DD delivery, cancellation, transfer postings, stock transfer between storage locations and between plants, goods issue, unplanned goods issue, stock determination, and special stock*
* *Done 2 implementation and support projects.*

**Current Roles& responsibility**

My roles and responsibilities

* Analyzed, Prepared and Mapped the MM Organization structure.
* Studied and configured the business procedures in the Materials Management module in the SAP system.
* Configured the module with Purchasing, Inventory management, Invoice verification
* Configuration of Master Records such as Material, Vendor and Service Master.
* Configuration of document types and number ranges for PR, RFQ’s and PO’s
* Configuration of Release Strategy for purchasing documents like PR & PO
* Processing Goods Receipts, Goods Issue, and Transfer Postings for Inventory Management.
* Processing stock transfer and special stocks in inventory like subcontracting and vendor consignment.
* Preparation of End user documentation.(SAP MM & PM MODULE)

**Current Organizational Details**

**1.Employer: VIDYUT INFO SOLUTIONS**

***Well versed with all the basic and standard SAP-MM process and transaction including Purchasing Cycle,P2P,etc.In addition to that have experience in customer specific Material flow.***

* Floating indent depending on the requirement of material..
* Prepare Purchase requisition through SAP (t-code ME51N)
* Float enquiry to vendor & create comparison sheet.( t-code ME 43)
* After finalization place PO to vendor based on vendor code.(t code- ME21N)
* Consideration of Delivery, payment terms based on required terms & conditions.
* Final Purchase Order placement to vendor. (t code- ME21n)
* Track the material receipt status though GRN report (Purchase order history)
* Make advance payment or payment after receipt of material (t-code MIRO)
* Follow up with the accounts for payment transactions.
* Reconciliation the material balance status through GRN receipt & Invoice receipt.(Purchase order history.)
* PO to be closed after completion of material transaction & payment transaction.
* Tracking of Vendor wise material supplied status (T code- ME 21)
* Working on material code status (T code : Me2m)
* Generation of new material code as per requirement (mm01)
* Maintain of vendor details (XK01)
* Maintain of purchase info records (PIR)..T CODE-ME11
* Generation of RFQ (ME41)

Successfully implemented MRP at jindal saw limited. Setting up the entire P2P cycle with purchase requisition, purchase order & with contracts & scheduling agreements for transactions processing as per the business requirement.

* Set up the split valuation based on various valuation categories such as country of origin & grade and source of materials like purchase and manufactured.
* Planning and Procurement of Components.
* Preparation of RFQ, Maintain and Compare Quotations.
* Customization of material types and assignment of number ranges for material types.
* Preparation of functional specification for creation of reports.
* Knowledge of Inventory management, goods receipts with and without reference, return delivery, cancellation, transfer postings, stock transfer between storage locations and between plants, goods issue, unplanned goods issue, stock determination, negative stock, special stocks.
* Knowledge of vendor evaluation & physical verification in SAP.
* Knowledge of different transactions of SAP-PM Module.

***Details of SAP Projects (SAP ECC 6.0):-***

***Implementation of SAP in JINDAL SAW LIMITED:-***

* Defining Enterprise Structure - company code, controlling area, plant, storage location and purchasing organization. Materials Management (MM) master data configuration - material master, vendor master, and purchase info record and source list.
* Configuration and maintenance of procurement process involving Purchase Requisition (PR), Request for Quotation (RFQ) and Purchase Order (PO) generation.
* Release strategy configuration and testing.
* Inventory management - goods receipt, goods issue, transfer posting, stock transfers and physical inventory check.
* Expertise in designing scenarios like outline agreements, RFQ, source list, info records, quota arrangement, Scheduling agreement, Reservation, Vendor consignment, subcontracting and vendor evaluation.
* Inventory Management: Customizing done in Goods Movements, Cross Company and Intra-company Stock Transport orders using Stock Transport order (STO), Subcontracting, Customer and Vendor Consignment & Third Party Orders, Physical Inventory, Cycle Counting.
* Configuration of Inventory Management Movement Types, Number ranges for material document of Goods Receipt, Goods Issue, shelf life check for movement types and Stock Transfers- inter and intra company.
* Involved in configuration of MRP: Configuration done in Plant parameters, Forecast planning, MRP controllers, and Lot-sizing procedures. Pricing Calculation Schemas for a condition tables, access sequences, condition records and condition types.
* Involved in Logistics Execution: Stock transfer, posting change, Physical Inventory..
* Involved in Customized plant parameters for material requirement planning (MRP), consumption based planning and MRP information of material master is dumped to the legacy system from SAP via Interfaces.
* Configured account groups for field selections, number ranges and partner functions for vender masters.

**Personal Details**

| Date of Birth | 04/09/1982 |
| --- | --- |
| Nationality | Indian |
| Sex | Female |
| Marital Status | Un-Married |
| Language | English, Hindi , kannada,telugu |
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**EDUCATIONAL CREDENTIALS:**

Bachelor of arts

**IT SKILLS**

**IT SKI**

**ERP Skills:** SAP R/3 Version ECC 6.0

**SAP Modules:** SAP MM (Material Management)

**OS:** Windows XP / 2003

**Office Tools:** MS office (Word, Excel, Power point)

**PERSONAL MINUTIAE:**