

- Excellent analytical, quick learning and problem-solving skills with a desire to work in a team-oriented environment
- Willing to work in a challenging and professional environment with exposure in new technologies as a business consultant in the area of Accounts / SAP business suite and where there is ample scope for Organizational growth as well as individual growth.
- Have good team spirit, goal oriented and high interpersonal skills.

PROFILE SUMMARY

- B. com with total 6.5 years of experience which include 2 years as end-user and 4.5 years as SAP FICO Consultant which include successful Implementation, Support, Rollout and Upgradation of Four projects.
- Involved in full Life Cycle Implementation including configuration, development, testing and integration of FI with SD, MM and other module with Go Live readiness and Post Go Live Support.
- Involved in support project (Work Orders) which includes development and configuration requirement, user training etc.
- Hands-on configuration experience in SAP Financial Accounting, with emphasis on General Ledger, Bank Accounting, Accounts Payable, Accounts Receivable, Cost Centre Accounting, Profit Centre Accounting etc.
- Proficiency in managing financial accounting, receivables & payables management, bank reconciliation statements and finalization of accounts
- Have good presentation, written and oral communication skills and good problem-solving skills.
- Excellent analytical, quick learning and problem-solving skills with a desire to work in a team-oriented environment
- Able to prioritize and thrive in fast-paced deadline-oriented environments.
- Flexible, willing to take on more responsibilities as needed.

SAP FICO Knowledge Summary-

FI(Finance):

☞ **General Ledger (GL):**

- ASAP Methodology, Chart of Accounts, Posting Period, Document part.
- Accounts group, Field status variant, Tolerance Group, fiscal year settings, company code settings
- GL Master creation, GL posting, blocking/unblocking of GL account, Parking of an accounts
- Configuring NEW GL, Multiple ledger, activating NEW GL, Online documents splitting
- Reference documents, Reversal documents, Open item management.
- Validation & Substitution

☞ **Accounts Receivable (AR):**

- Accounts group creation, field status, posting keys, Invoice posting
- Number group range, Tolerance group of customers, Documents types & number ranges
- Income payments, clearing open items, GL accounts & customer master creation
- Down payments, Recon account, customer credit memo.

☞ **Accounts Payable (AP):**

- Accounts group creation, field status, Tolerance group of vendors, GL accounts & vendor mastercreation, Documents types & number ranges
- Posting Keys, Invoice posting, outgoing payment, clearing open items
- Down payment in shortcut method, Handling Recon & alternative recon a/c, Vendor credit memo
- Integration between FI & MM and between FI & SD, Financial statement version
- **Bank Accounting-** configuring house bank,
- cashjournal,
- Bank reconciliation statement
- Automatic payment program
- Bankmaster data, automatic payment run

☞ **Asset accounting:**

- chart of depreciation, account determination, asset master creation
- Asset class, acquisition of asset, asset sale, scraping & transfer of asset

○ **Knowledge in Controlling**

☞ **Cost Element:**

- Creation of cost element group
- Manual & automatic creation of primary & secondary cost elements

☞ **Cost Center/Profit Center:**

- Creation of cost centers, Profit Center,
- Hierarchy key,
- cost center/Profit centergroup

☞ **Internal orders:**

- Creating order types,
- number ranges, internal orders

EMPLOYMENT DETAILS

BSW SOFT PVT. LTD. : (Nov. 2019 to Jan. 2023)

Project 1:

Worked on Implementation project for IDMC Ltd. as L1 Configurator.

Client : IDMC Ltd.

Role : SAP FICO Consultant

Duration : Jan 2020 to Apr 2021

Project type: Implementation

- Involved in all phases of Implementation from development of Business Blueprint to end user manual/training and go live.

Global settings

- such as Fiscal year, Posting Periods, Number ranges, Posting Keys, Document types,
- Withholding tax (TDS) configuration

General Ledger

- In General Ledger master data taking care of the pre-requisites which includes Creation of chart of Accounts, Account groups etc.
- Implemented New GL
- Worked on document splitting.
- Defined tolerance groups for GLs
- Validation & Substitution rule.

Accounts Receivable

- Configure Accounts Receivable settings such as maintenance of customer account groups, number ranges,
- payments terms, tolerance group for customers,
- Defining dunning procedures, dunning areas, dunning key etc.
- Defined Special G/L transactions for Down payments.

Accounts Payable

- Configure Accounts Payable settings such as maintenance of vendor account groups, number ranges, payments terms, tolerance group etc
- APP Configuration with house bank setting.
- **Cash Journal Configuration**
- Defined Special G/L transactions for Down payments

Asset Management (AA):

- Configuring Chart of Depreciation and its Assignment to Company Code
- Configured and maintained Asset classes and depreciation areas.
- Customized depreciation keys and period controls for each depreciation areas, periodic and depreciation posting to more than one depreciation area.
- Maintained asset master data-acquisitions and retirements.

Integration with MM & SD:

- Worked with MM functional team to ensure that account determination met all requirements
- Worked with SD functional team to ensure that account determination met all requirements

Project 2:

Client : Allergan Pharma

Duration : May 2021 to Jan 2023

Project type: Support Project/Change Requests (Work Order)

Responsibilities: -

- Requirement collection on the specified Work Order.
- Documentation done based on the collected information on Work Order.
- Prepared conceptual solution along with the Functional Specification.
- Obtaining approval followed with the process head for development.
- Assign the requirement to development team (if requirement is relevant to development)
- Do the required configuration (if requirement is relevant to configuration)
- Coordination with the Development team on given Work Order.
- Perform Testing in Z02 (UT client) before giving confirmation to client.
- Perform Integration testing (if required)
- Prepared test data for every Work Order and share the test result with business.
- Provide user instruction in case of query.
- User training (if required)
- UAT and coordination with the Business for signoff and transporting the changes to production system.
- Updating the status of every work order to coordinator during internal team meeting
- Updating the status of every work order to Allergan Pharma coordinator during status review meeting on every Friday.

Project:1

Client: Multiple Clients (Mentioned Below)

Role: SAP FICO Consultant

Duration: Feb to Apr.

Project Type: Support Project

Client Name:

CG India

CG Nepal

Acme

RHL

PCL

FASL

Lotus Herbal

UK Paints

SYNOKEM

Milestone

- Implemented project of Bank Integration
- Prepared multiple customized report (WRICEFs)
According to client requirement, prepared the F.S and then provided the details to ABAP consultant
- Worked on multiple enhancement project (changed in standard functionality according to client requirement)
- Provide user instruction in case of query in any critical issue.
- User training (if required)
- Updating the status of every issue to coordinator during internal team meeting twice in every week.

Project:2

Client: CG NEPAL

Duration: Apr to June

Project Type: Rollout project

- Prepared the KDS and discuss with Client for further any clarification and confirmation.
- Also discuss with Internal Team and prepare the Roadmap to complete the configuration within the time period given by Client.
- Worked on all the configuration completely with other module consultant and tested all Transaction Code in all Server.

Project:3

Client: RHL

Duration: June to Aug

Project Type: Upgrade project

- We tested all Transaction code, before starting the upgrade from one version to another.
- Interact with users and give them solution, if they face any issue while testing the transaction codes.

Project:4

Client: Multiple client:

RHL Pharmaceuticals

VERKA Dairy

CG Group,

Bindal Papers ltd,

Synokem Pharmaceuticals

Duration: Aug to till Now

Project Type: Support project

- Prepared multiple customized report (WRICEFs)
According to client requirement, prepared the F.S and then provided the details to ABAP consultant
- Worked on multiple enhancement project (changed in standard functionality according to client requirement)
- Provide user instruction in case of query in any critical issue.
- User training (if required)
- Resolved daily issues
- Updating the status of every issue to coordinator during internal team meeting twice in every week.

END USER EXPERIENCE

Bpo convergence Pvt. Ltd, Bhubaneswar (Dec. 2016 to Dec. 2018)

Roles and Responsibilities

- Preparation of consolidated report of the company.
- Working closely with clients in maintaining books of accounts.
- Preparation of Receivables and Payables outstanding report to maintain the accounts.
- Calculation of simple and compound interest for clients.
- Preparation of bank reconciliation report.

- Sales Tax Invoicing and Excise invoices
- Maintaining the cost and profit Centre.
- Sales order processing, Purchase order processing.
- Passing entries for receipts, payments and Journal entries.

GRC & ASSOCIATES (Chartered accountants), Bhubaneswar (Aug.2014 to Nov.2016)

Roles and Responsibilities

- Worked as a junior Accountant.

ACADEMIC DETAILS

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- B.com from Utkal university (Kendrapara Autonomous college), Orissa
 - +2 from Kendrapara Autonomous college, Kendrapara, Orissa
 - 10th from SaraswatiSishu Vidya Mandir, NV, Bhubaneswar, Orissa

OTHER KEY SKILLS

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- Hardworking and self-motivated with an ability to start projects on own initiative.
 - Team-Working: Excellent team player, considerate of team members input and ideas.
 - Excellent skills in Operating system: windows 98, 2000, XP, MS Word and Advance in MS Excel

PERSONAL DETAILS

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- Gender : Male
 - Language Known : Hindi, English
 - Address : At –Laxmi Vihar, Sisupalgarh, Bhubaneswar
Khurda, orissa, Pincode-751002

I, do hereby confirm that information given above is true to the best of my knowledge.

(satyajit nayak)