

DIVYA GUPTA

MEERUT 250002 | 7599567780 | dgupta760@gmail.com

Summary

Dynamic Business Consultant with extensive experience at Align Info Solutions Pvt. Ltd., specializing in ERP system implementation and user training. Proven track record in business process analysis and stakeholder collaboration, ensuring successful project outcomes. Adept at requirements gathering and system customization, driving efficiency and enhancing user satisfaction.

Skills

- SAP ERP System Implementation (SAP, Oracle, Microsoft Dynamics)
- SAP MM (PO, PR, IV, Masters, STO, RFQ)
- Business Process Analysis
- Data Migration & Integration
- User Training & Support
- Project Management
- Requirements Gathering & Documentation
- System customisation and configuration
- Stakeholder Communication & Collaboration
- Recruitment , Sourcing.
- Microsoft Office Suite—Excel, Word, and PowerPoint

Experience

- | | |
|---|---|
| Business Consultant
Align Info Solutions Pvt. Ltd. | 06/2025 to Current
Noida, India |
| <ul style="list-style-type: none">• Analyzed business requirements and developed solutions using standard functionality or customizing features available in the SAP MM Module.• Maintained master data, such as vendor, material and pricing information in SAP MM module.• Configured various settings like plant parameters, material types and number ranges in order to meet client's specific needs within the SAP MM Module.• Assisted in optimizing the existing SAP MM implementation based on best practices. | |
| Assistant Manager
SSI CABLES Private Limited | 12/2024 to 04/2025
Meerut, India |
| <ul style="list-style-type: none">• Created user manuals, training materials and job aids to ensure proper utilization of SAP MM applications by users.• Analyzed current business processes and provided recommendations for streamlining operations through use of technology solutions. | |
| Transformation Manager
Core Integra Consulting Private Limited | 03/2023 to 11/2024
New Delhi , India |
| <ul style="list-style-type: none">• Created training materials to ensure successful implementation of Sales, F&A , Purchase, CRM, ERP modules.• Trained personnel in best practices for utilizing the company's enterprise resource planning solution.• Provided guidance and assistance in developing business processes that could be automated using an enterprise resource planning system.• Experienced with TCSiON ticketing platform.• Assisted with troubleshooting problems associated with data migration into an SAP ERP platform. | |
| Assistant Manager
Saru Silver Alloys Private Limited | 07/2022 to 03/2023
Meerut, India |
| <ul style="list-style-type: none">• Conducted market research to identify new product opportunities and trends.• Reviewed vendor performance metrics such as on-time delivery rate and quality control measures to ensure compliance with company standards.• Perform full Procurement cycle to finish (Dispatch).• Coordination with buyers throug emails | |
| Executive Assistant
Balaji Springs Private Limited | 08/2021 to 07/2022
Meerut, India |
| <ul style="list-style-type: none">• Prepared reports, presentations, agendas, minutes, and other documents as needed by the executive staff. | |

- Facilitated communication between different departments within organization.
- Assisted in developing policies and procedures pertaining to office administration matters.
- Coordinated with internal departments on a regular basis to ensure efficient functioning of day-to-day operations.
- Well Verse with google workspace.

Education and Training

MBA: HR/Finance
DIMS

01/2018
Meerut

BBA: Management
DIMS

12/2015
MEERUT

Certifications

- SAP Certified Application Associate – SAP MM S/4HANA
- Oracle ERP Cloud Implementation Essentials
- Microsoft Certified: Dynamics 365 Fundamentals

Projects

ERP implementation for manufacturing client role: transformation manager

- Spearheaded the end-to-end implementation of SAP ERP, including requirements gathering, system configuration, and user training.

ERP integration for telecom client (international)

role: associate consultant

- Integrated Alignbooks ERP with existing POS systems, enhancing real-time inventory tracking and sales reporting