|  |  |
| --- | --- |
| HITESH KUMAR  |   |
| Male, 26 years |
| **CAREER OBJECTIVE** |
|  To work in learning and challenging environment, utilizing my skill and knowledge to be the best of my abilities and contribute positively to my personal growth as well as growth of the organization. |
| **WORK EXPERIENCE** | **5 Years** |
| Avantor Performance Materials India Ltd  | Sr. Executive- SAP & IT | Sept’15 to Present |
| * **SAP Development & Enhancement**
* ePMI-SAP Integration (Master Data & Business Process)
* GST Implementation
* Inventory Valuation through SAP, the standard Cost of the material to be calculated through the system
* MEA Business, New structure implemented for MEA Business
* MRP Enabling in SAP
* DOA implementation for Purchase Order in SAP
* Automated Sales Performance report to respective sales employee for respective region
* Label Printing from SAP for Store & Quality Department
* Integration with Bank for online payment of Vendors.
* Compliance forms updation in SAP rather than Excel sheets.
* Quote to Order Process implemented on SAP for the customers
* Reports correction/modification in SAP like Sales Register, Purchase Register etc with correct fields of tax price quantity and other details.
* Control on SAP QC module on analyst, reviewer and approver as per GMP audit guidelines. As Approver cannot approve the Usage decision unless the Analyst and Reviewer review the data
* Controls on payment to vendors for the stock stuck in quality assurance
* New Layout for invoice developed as per compliance over A4 sheets instead of dot matrix.
* **SAP Business Support**
* TR Migration approvals
* SAP ID creation, access allocation approvals
	+ Creation & Maintenance of Master Data in SAP (Material, Customer, Vendor, Price, Tax)
* Coordinating with technical consultants for functional specifications to meet the business requirements developing new interfaces, issuing documentation & flow charts and conversion programs Customizing and testing of the data
* Material Listing and Exclusion/blocking
* Data Migration/Updation through LSMW – Batch Recording
* **SAP Compliance**
	+ SAP Audit – ITGC & GMP
	+ Review reports for daily SAP monitoring, performance, SM20 Logs critical access
	+ To understand the scope of audit. Provide the data as per requirement and then evidences for the samples requested by auditor. Also resolve the gaps which auditor issues.
	+ Review the change management, Access Management, Segregation of Duty (SOD), Data Center Access, Master data including Customer& Vendor Quarterly.
	+ Faces some challenge in Audit due to critical and debug Access in end User ID’s Which is now removed and also Close the Audit by providing proper evidences for all the transactions and users having the debug and critical access.
* **INFRA Support**
* Part of team of Hardware Migration of SAP from old server to new server, made action plan, testing.
* Quality system refresh quarterly with the Production system.
* DR Site development over remote location. Daily data backup monitoring reports, performance.
* Implement Online tool for order processing by customers
* Migration from Symentac to McAfee AV
* Upgradation of servers from win server 2003 to Win 2008
* Inventory Management
* Vendor coordination for agreements and payment closure
* Bandwidth Upgradation across locations
* Drafted IT SOP’s
* Enhancement in Service Relationship Management tool
 |
| Beetel Teletech Ltd  | IT-Executive  | July’14 to Sept’15 |
| * **SAP Business Support**
* Coordinating with technical consultants for functional specifications to meet the business requirements developing new interfaces, issuing documentation and flow charts and conversion programs Customizing and testing of the data.
* SAP ID Creation, T-code authorizations, Data Extraction from tables
* **SAP Audit – ITGC**
* To understand the scope of audit. Provide the data as per requirement and then evidences for the samples requested by auditor. Also resolve the gaps which auditor issues.
* Review the change management, Access Management, Segregation of Duty (SOD) Quarterly.
* **INFRA Support**
* Separate IT Set up and implementation for new business in Organization
* As per the new Business for UBER separate Set up installed including Lease Line for internet, Routers, Switches, USB Hubs, Desktops
* Replacement of all desktops/laptops with new across the location
* Vendor agreements for AMC/Printer/Cartridge/Hardware with local vendors
* Bill processing of Vendors for payment from finance
* Monthly meetings with local vendors
* Anti-virus/ Patch upgrade of the systems
* MIS reports for the Server monitoring, performance, patch upgrade Anti-virus upgrade details
* Bar code Printing Software to print the Barcode Stickers for the telephones manufactured
* Management and maintenance of all IT assets
* Review the SAP & IT reports
* Installation, Configuration, Administration & trouble shooting of IT assets
 |
| **INDUSTRIAL TRAINING/INTERNSHIP** |  |
| Beetel Teletech Ltd  | Trainee | Jan’14- June’14 (6 months) |
| * SAP Support
* SAP ID Creation, T-code authorizations, Data Extraction
* IT Support
* Reviewing the SAP & IT reports
 |
|  |
| NETMAX TECHNOLOGIES PVT. LTD | Trainee  | May’12- June’12 (6 Weeks) |
| * PCB designing in ORCAD software
* PIC Microcontroller programming and mini projects
 |
| **EDUCATION** |
| Year | Degree | Institute | % / CGPA |
| 2014 | B.Tech (ECE) | IET Bhaddal (Punjab Technical University) | 75% |
| 2010 | 12th (CBSE) | DAV Cent. Sr. Sec. Public School, Malerkotla | 60.4% |
| 2008 | 10th (CBSE) | DAV Cent. Sr. Sec. Public School, Malerkotla | 69.3% |
|  |
| **SKILL SET** |
| * Well versed with MS office
* Structured and managerial approach to the task at hand
 |  |
| * Suitable temperament for working in a team
 |  |
| * Ability to handle multiple tasks efficiently
* Effective communicator
 |  |
| **OTHER INTERESTS** |
| * Cricket
 |
| * Travelling
 |

* Listening Music