

SWAPNIL SAMBHAJI RANIMEmail ID: Swapnilranim@gmail.com

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CAREER OBJECTIVE

To work with an organization that offers a challenging and motivated work environment, where I can prove my potential and grow while contributing positively towards achieving the organizational goals and objectives.

SAP SKILLS

- Configuration of Enterprise Structure such as Plants, Storage locations, Purchasing Organization, Buyer Groups.
- Configuration of number ranges, field selection keys for the purchasing documents
- Customizing pricing procedure.
- Configuration of PR release procedure and PO release procedure.
- Configuration of Condition types, Pricing procedures
- Configuration of account category references, Valuation class and linking to material type.
- Mapping various process as Domestic procurement, import procurement, STO, Subcontracting, drop shipment, RFQ & Contract.
- Configuration of material types, vendor account groups, material groups, purchasing groups, and number ranges for Material types, Vendor account groups.

WORK HISTORY**Designation: SAP Junior Consultant (MM Support Team)****Organization: Schlumberger Solution Private Ltd.****Time Period: July 2016 to till date****Role and Responsibilities:**

- Provide on-site support in Purchase Requisition, Purchasing, Inventory Management, Invoice Verification, Subcontracting, Bill of Materials and Warehouse Management.
- On site customer support - involved during upgrade and installation of SAP system.
- Identify if the problem is an issue or a customizing error. Trouble shoot problems for customer.
- Customization of Purchasing Document types, Number Ranges for Info records, PO, PR, and screen layout.
- Support SAP Configuration in the area of MM master data, Purchase Order, Pricing Procedure/Condition Type Configuration.
- Provide support for Warehouse Management integration with MM.
- Preparation of Purchase Orders, Work Orders.
- Forecasting levels of demand for services and products to meet the business needs and keeping a constant check on stock levels.
- Co-ordination with vendors and execution team for timely delivery of materials. Preparation of all types of MIS reports (open PR, PO, unreleased order report) as per management requirement.
- Co-ordinate with Account dept. for documentation and timely payment to vendor.
- Working knowledge of enterprise procurement systems.
- Vendor Material issue & Material consumption.
- Monitoring stock with Contractors and ensure timely consumption booking of utilized inventory.

Designation: Senior Consultant

Organization: Thomas cook Pvt. Ltd

Time Period: Apr 2014 to June 2016

Role and Responsibilities:

- Dial -A-Ticket (DAT) Dept -Issuing air tickets over the phone (By Taking Credit Card Payment)
- Dial -A-Package (DAT) Dept – Issuing Holiday Packages for Business Class and Economy Class passenger.
- Manual Fare Construction, Re issuance/Issuance/Refund of tickets.
- Handling reservation queries and arranging award tickets for frequent flyer of Air -India.
- Arranging Staff tickets for staff on leave/staff of duty tickets
- Active Participation on floor in assisting agents (floor supervision) and helping agents in resolving customer queries, Tele Check-in, D-Check in of passenger.
- Communicating with customers to provide further additional information regarding product or services.
- Maintaining records of all transaction and interactions made with customers.
- Handling SMS Department.
- Handling complaint of AIR-India passengers

Technical & Computer Proficiency.

- **Module: SAP S4/ HANA Sourcing and Procurement (MM)**
- MS Word
- MS PowerPoint
- MS Excel
- Windows
- MS Outlook

EDUCATIONAL PROFILE

Exam	School/University	Year Of Passing
B.com	Mumbai University	2019
Hotel management	Yashwant-Rao open university	2011
H.S.C	Maharashtra State Board	2006
S.S.C.	Maharashtra State Board	2004

PERSONAL INFORMATION

Address : E01/ 102, Meghmalhar Apartment, Sector-10, Ghansoli, Navi Mumbai-400701
Gender : Male
Date of Birth : 03/10/1988
Nationality : Indian
Marital Status : Married
Languages Known : English, Hindi, Marathi.

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge.

Date: / /

SWAPNIL RANIM