NAIMULLA SHERIFF N.
Cell: 93420 63847   E-mail: naim.sheriff@hotmail.com

Consulting Experience:

IndGlobal Consultancy Solutions
Designation: ERP Functional Consultant
Duration: Apr 2008 to Till Date

Associated with IndGlobal Consultancy Solutions as an ERP-Functional Consultant to support their ERP-Training and Development Department.

Role and Responsibilities:

- **Conducting ERP and SAP awareness sessions**

Delivering lectures and conducting awareness sessions about the origin and overview of ERP and SAP. Helping prospective clients and users understand the benefits of ERP and SAP and how ERP technology, when integrated with business helps in optimum utilization of available resources, improves efficiency, productivity, overall performance and profitability of the enterprise.

- **Preparing the Course Content**

Preparing course curriculum and organizing programme of study for end-users and clients.

- **Preparing Documentation and User Manuals**

Documenting step-by-step procedures and processes of operations and preparing end-user manuals for quick reference. Documentation of business process flow during client / end-user training sessions.

- **Conducting End-user training**

Training the end-users and preparing end-user training material. Interaction with client / end-users and supporting them in developing documentations and user manuals.

- **Project development and implementation**

Support clients in the selection, implementation, and support of specific ERP modules. This role uses consulting skills, business knowledge, and ERP solution expertise to effectively integrate ERP technology with the client's business environment in order to

streamline the business processes and functions and achieve client expected business results.

The consultant facilitates the implementation and support of ERP modules to enhance the clients' business functionality and overall performance, while maintaining a high degree of clients' satisfaction.

Design, configuration and testing in various ERP Modules: Finance, Sales and Distribution, Materials Management etc.

Analyze the current business processes and scenarios of the client and recommend or develop solutions to meet the clients' need.

Responsible primarily for successful implementation of ERP, providing functional expertise, guidance, presentation, and instruction on ERP products to clients.

Carry out complex or novel assignments requiring the development of new or improved procedures.

Develop and evaluate plans and criteria to be carried out by others, provides direction and supervision.

Coordinate with fellow-consultants and team members and ensure proper functioning of the entire system.

Provide detail information about industry best practices.

Acts as liaison with client for troubleshooting: investigate, analyze, and solve software problems and map client business requirements, processes and objectives, develop necessary product modifications to satisfy clients' needs.

Maintain a thorough knowledge of the organization and adhere to all organizational standards.

Role as a Functional Consultant in Support Projects

- **Providing advice and support for post-implementation projects**

When an ERP project goes live and end-users start using the system for their real time business, the project gets into the support phase. Since end-users are new to the system and new issues/challenges are highly expected, clients get into AMC (Annual maintenance contracts). Based on the AMC terms and conditions, ERP vendors provide post live support to their clients.

1. Primarily responsible for handling tickets (software issues) / tasks and application support to the end-users.

2. When an issue comes - diagnose, analyze and solve it.

3. Also responsible for enhancements (improvements in existing functions).

4. Writing functional specifications for various processes.

5. Preparing test data and testing the functions & processes.

6. Interaction with client/end-users, updating the status and ensuring smooth functioning of the system.

7. Training the end-users, preparing process documentation and end-user training material.

8. Interaction with other consultants to sort out software related issues.

Professional Experience:

Ojas Telecom Pvt. Ltd.
Designation: Accounts Executive
Duration: May 2004 to Mar 2008

Responsibilities:

- Finalization of Accounts
- Reconciliation of AR, AP and Bank Reconciliations
- Fixed assets accounting
- Calculation of Depreciation as per Company Law and Income Tax Law
- Preparation of Depreciation Schedules
- Computation of Income tax, TDS matters
- Reports generation for internal audit
- MIS coordination and Management Reporting

Alpine Housing Devpt. Corp. Ltd.
Designation: Accountant
Duration: May 1999 to Apr 2004

Responsibilities:

- Checking day-to-day transactions in the computer system
- Bank Reconciliations
- Reconciliation of Customer & Vendor Accounts
- Generation of financial reports for internal audit
- Fixed assets accounting & verification
- Computation of Income tax, TDS matters
- Calculation of Depreciation as per Company Law and Income Tax Law
- Preparation of Depreciation Schedules

Mayfair (Bombay) Ltd. (Zodiac)
Designation: Accountant
Duration: Jul 1995 to Apr 1999

<u>Responsibilities:</u>

- Preparation and accounting of vouchers
- Reconciliation of Bank accounts
- Reconciliation of Customer accounts
- Inter-company reconciliations (HO-RO)
- Preparation of Monthly Trial Balance

<u>IT Skill Sets:</u>

- Operating System   :   MS-DOS, MS-Windows
- Word Processing   :   WordStar, MS-Word
- Spreadsheets   :   Lotus 1-2-3, MS-Excel
- Databases   :   Dbase III+, FoxPro
- Relational Databases   :   MS-Access, Oracle 7, Oracle 8i
- GUI (Front-end Tools) :   :   Developer 2000, Visual Basic,
  Power Builder
- Languages   :   SQL, PL/SQL
- Accounting   :   Tally
- ERP   :   SAP

<u>Functional Exposure:</u>

- Sound professional experience in the areas of Finance, Accounts, Taxation and MIS.
- Sound working knowledge of MS-Office Packages (Word, Excel) and Tally Accounting Package.
- Conversant with Income Tax, TDS matters and Company Law.
- A team player endowed with exceptional communication, human relations, inter-personal skills, analytical thinking, logical and problem-solving skills and highly organized.

<u>SAP FICO Exposure:</u>

- Sound conceptual understanding and good functional knowledge of analysis, configuration and implementation of General Ledger, Accounts Receivable, Accounts Payable and Asset Accounting. Adequate knowledge in Controlling and integration of FI with MM, SD & HR modules and ASAP Methodology.

- Previously associated with SAP training centers as Functional Consultant – Training & Support.

SAP FICO Skill Sets:
- General Ledger
- Accounts Receivable
- Accounts Payable
- Asset Accounting
- Cost Center Accounting
- Profit Center Accounting

FICO Customization & Configuration Skills:

- Maintaining basic settings of the Enterprise Structure for FI, CO, SD and MM.
- Configuration of General Ledger, Accounts Receivable, Accounts Payable, Cash Journal, Bank accounts, Withholding Tax, Interest Calculation.
- General Ledger – chart of accounts, account groups, retained earnings account.
- Accounts Receivable – customer account groups, master data, specifying reconciliation account in customer master record.
- Customization for outgoing invoices, incoming payment from customers, advance payments, down payments.
- Customization of dunning procedure, payment procedures for customers.
- Accounts Payable – vendor account groups, master data, specifying reconciliation account in vendor master record.
- Customization for incoming invoices, outgoing payment to vendor, advances payments, down payments.
- Customization for Asset Accounting – chart of depreciation, asset classes, asset master record.
- Configuration of controlling area and cost centers, creation of cost elements, profit centers.
- Configuration for FI-MM integration - automatic account assignment.
- Configuration for FI-SD integration - automatic account assignment.

Qualification:

- B.Com
- MBA (Finance & International Business)

Professional Membership:

- MIMA - Member of All India Management Association
- MIMC – Member of the Institute of Management Consultants of India

Technical Qualification:

- Certification in Oracle Applications
- Diploma in RDBMS
- Diploma in Client/Server Computing
- Certificate in Computer Applications

Soft Skills:

- Ability to work in team
- Good team handling skills
- Good interpersonal skills
- Positive outlook and open minded approach
- Appetite and interest to learn continuously
- Effective communication
- Flexible and hardworking
- Sincere and honest

Personal Interest:

- Desire to learn new things and improve my skills

Personal Profile:

Father's Name	:	Nasrulla Sheriff
Date of Birth	:	23-11-1973
Address	:	# 176, 12th 'B' Main Road, 6th Block, Rajajinagar, Bangalore - 560 010.
Marital Status	:	Married
Languages Known	:	English, Hindi, and Kannada
Hobbies	:	Reading, Playing Badminton

Declaration:

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

Place: Bangalore
Date: **(Naimulla Sheriff N.)**