**COVER LETTER**

**NAME : BALAJI N K**

**AGE (DOB) : 30 (25/09/1990)**

**NATIONALITY : INDIAN**

**AVAILABILITY FOR INTERVIEW / MOBILIZATION : 8056308308 / BALAJI.25 (SKYPE ID)**

**PRESENT EMPLOYER/**

**SPONSOR : S & V SOFTWARES INDIA LTD**

**BALAJI N K**

6/14, MUTHURAMALINGAM STREET,

MEENAKSHI NAGAR, MADURAI – 625012.

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| **EMAIL: BALAJINKB@GMAIL.COM** | **Mobile: +91 - 8056308308** |
| **OBJECTIVE** |  |

I am seeking a challenging organization with a dynamic team environment, and which will afford me the opportunity to reach my growth potential, also like to work in a company that will maintain an unbalanced view where customer is always priority, quality always beats quantity, and doing the right thing is always the right thing.

# PROFILE SUMMARY

* Hands on experience in different ERP’s.
* Currently supporting Infor M3 Implementation.
* Extensive knowledge in end to end supply chain.
* Responsible for Material data management.
* Identifying and resolving client queries within SLA.

# PROFESSIONAL EXPERIENCE

**ESAB India Limited – Chennai 19th June 2017 to Present**

**Specialist – SSC (Central Data Maintenance)**

## Key Responsibilities

* Working across 4 different Geographical Regions – Europe, India, NA and Asia Pac.
* Responsible for Creation & Maintenance of Material Master Data – MM, BOM, Transfer Price
* Hands on Experience in maintaining BOM, for Production FG for various usages like Engineering, technical, Repair, Subcontracting and Scrap.
* Updating sales price in Material Master based on the business input.
* Updating purchase price in purchase info record as per the business input.
* Supporting in ERP implementation activities like – UAT, Data validation, migrating legacy data (MOVEX) into INFOR M3.
* Hands on experience in FIT tickets to resolve the queries.
* Responsible for creation and Maintenance of Gross and Net Weight, Languages, Sales texts, Storage Location, Warehouse, Purchasing groups, classification data, BUOM
* Continuously involved in QC activities on daily, weekly and monthly basis and taken some samples from the data to improve the quality.
* Consistency & Self-responsibility in achieving KPI/ SLA consecutively.
* Ensuring the current process is optimized and done in a simplified manner to save time.
* Ensuring Master Data quality by monthly check on MM, BOM.
* Updating Customer master data as per the business input.
* Updating Supplier master data as per the business input.
* Generating weekly report as per the client requirements.
* Identification of obsolete items and eliminating the duplicates.
* Raising Purchase Requisition, SD in SAP.
* Raising Good Receipt Note in SAP.
* Creating BOM and linking spares to equipment for BOM assembly.
* Getting Quotation/Invoice from various Parties as per Purchase Requisition.
* Supplier Activation and deactivation through Basware Admin Tool.
* Purchase Management and Invoice Processing User Creation/change the existing user rights by using Basware Admin Tool.

**HCL Technologies Limited – Chennai 2nd Jan 2013 to 5th May 2017 (4 Years & 4 Months)**

**Subject Matter Expert - Master Data Management**

## Key Responsibilities

* Analysing the raw Data.
* Structuring & Updating the Buying Description in SAP format.
* Standardization of spares data.
* Validating and enriching data for each item.
* Assigning of Noun and Modifier for all items and material grouping.
* Data enrichment and data collection through Manufacturer websites.
* Preparing technical classification and attributes for the preparation of Material catalogue.
* Material Standardization as per Clients Required standard.
* Cataloguing the data up to Level 4.
* Cleansing the consolidate materials.
* Creating/updating/obsoleting the materials.
* Co-ordinate with client to Identifying and removing the duplicates from the raw data to ensure correct data.
* Assigning UNSPSC codes for unique descriptors.
* Continuously involved in QC activities and conduct feedback session to team members.  Consolidating the enriched data and uploading into SAP.

# IT FORTE

* MOVEX
* INFOR M3
* SAP MM
* MS Office (Word, Excel, Power Point, Outlook)
* SharePoint

# EDUCATION

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.NO** | **COURSE** | **NAME OF THE**  **INSTITUTION** | **YEAR OF**  **PASSING** | **BOARD/UNIVERSITY** | **% OF MARKS** |
| 1. | B. Tech(I.T) | KLN College of  Information  Technology | 2012 | Anna University | 72 |
| 2. | Diploma (I.T) | KLN Polytechnic  College | 2009 | DOTE | 86 |
| 3. | SSLC | St. Mary’s Hr. Sec School | 2006 | State Board of Tamil Nadu | 75 |

**PERSONAL PROFILE**

Name : BALAJI N K

Date of Birth : 25.09.1990

Father’s Name : KUMARAN N R

Sex : Male

Passport No : K3485611

Languages : Tamil, English.

**Date :**

**Place : Chennai BALAJI N K**