



Bebin Shellow

Senior Process Executive with 4.5 years of experience in Master Data Management and having wide knowledge in handling various Master Data Objects including Vendor Master, Customer Master, Material Master and Financial Objects. A self-motivated person with strong analytical skills looking forward to working in a challenging environment where I can learn more and improve my skills.

Work Experience

Process Executive

Jul 2022 - Present

IFFCO Groups-Sharjah

- Create and maintain centralized customer, Vendor and material master using oracle and SAP S/4 HANA within the group business units on a global level.
- Managing the daily operations by monitoring and evaluating master data, Key data and master relationship data within the organization.
- Executing MDM requests from different data domains, Ad-hoc requests and daily activities.
- MDM KPI – To ensure the timely and accurate creation and updating of master data with KPI i.e. 95% of all data created within 24 hrs. effectively.
- Analyze data against standards and work with the business to correct problem areas.
- Effectively communicate with the business unit data stewards, Central purchase and IT teams to resolve data management conflicts and escalate issues to content manager on a timely basis.
- Work closely with the cross functional stakeholders to ensure the alignment of master data rules and the application met all the requirements.
- Confirming master data integrity in key systems as well as maintaining the process to support data quality.
- Providing the areas of operational improvement & Focus on automation.
- Following quality standards and procedure to minimize errors and maximize customer satisfaction.
- Understand the expected service level commitments for the business unit and assist in monitoring service level assignments.

Senior Process Executive

Dec 2018 - Dec 2021

Infosys, Chennai, IN

- Responsible to validate, Creation, and updating all 3 master requests in SAP based on the business requirements on daily basis.
- Manipulate all the assignments received in Service now & Share Point related to Customers, GL accounts, Profit centers, cost centers and made the required changes in SAP.
- Creation of Bank master data, reconciliation accounts for a vendor, customer, Assets & auto payment program. Exchange rates - Prepare and update rates manually for the multiple regions in different kernels of SAP.
- Leveraged automation tools and techniques to manage data, optimize workflow, and increase efficiency.
- Provide support in month-end & Year-end closure activities. Quality Audit on all master creation & updating.
- Assisting business process experts in defining SOP, Process flow & Documentation.
- Interacting with cross-functional and technical consultants to identify the problem and provide possible solutions.

Address

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Date of birth

15-10-1996

Nationality

Indian

LinkedIn

www.linkedin.com/in/bebin-shellow

ERP Expertise



SKILLS

- Attention to Detail
- Good communication
- Data Quality Improvement
- Problem Solving
- Adaptability

Language

English	Fluent
Malayalam	Native
Tamil	Native

Market Research – Intern

Feb 2018 - Mar 2018

TVS, Chennai, IN

- Conducted market research to assess potential demand and determine optimal characteristics for TVS motorcycles.
- Monitored consumer trends and accurately interpreted meaning to predict future changes.
- Compiled industry data on competitor pricing, materials costs, and supply chain issues to help set accurate pricing.
- Prepared and provide technical data to the clients to make adequate changes to the Motorcycle ahead of its market launch.

Education and Qualifications

Master of Business Administration - Finance & HR
Anna University, Chennai, IN

Jun 2016 - May 2018

Bachelor of Business Administration
Madurai Kamaraj University, Madurai, IN

Jun 2013 - Apr 2016

Courses

SAP FI
Placement Point Solutions

Sep 2018 - Nov 2018

References

Gurbachan Singh (Manager)
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IFFCO Group

Achievements

- Won Best performer of the quarter twice at Infosys.
- Won 1st prize in a state-level seminar on Online Shopping.

Awards

- **Circle of Excellence -October 2021**

Supported the creation of detailed, technical, financial models to value potential acquisition targets.

Collected, arranged, and input information into the database system.

- **SPOT- April 2020**

Completing more assignments on time without any errors.

The best performer of the quarter - More creative and exemplary performance.