

# Neeta Dubey

**Key Skills:** SAP Material Management

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## **Professional Profile:**

- Recently worked for 4 months on SAP implementation Project in ADNEC, Abu Dhabi, UAE.
- Total 3+ years relevant experience as SAP MM Consultant.
- Working in a single organization (KIIT/KIMS/KISS) for 6+ years in different departments:
  - SAP MM: **3+ years (November 2018 to June 2022)**
  - Digital Marketing : **3 years (July 2016 - October 2018)**

## **SAP Material Management**

Project Details:

Title: EKALABYA

Organization: KIMS/KIIT

Project Type: Production Support

Duration: Nov 2018 to July 2022

SAP Environment: ECC6.0

Designation: SAP MM Consultant

Description: This project was a total implementation project with the aim to devise SAP for the entire KIIT University covering 16 distinct schools like MCA, BCA, MBA, B.Tech, Bio-Tech, KIMS Hospital, and BDS. The execution was done using Big Bang Approach and ASAP methodology that had 4 functional modules such as MM, FICO, HCM, and SLCM.

### **Key Result Areas:**

- Configuring the Release Strategy for various document types, number ranges, field selections for Purchase Requisitions (PR), Requests for Quotations (RFQs), and Purchase Orders (PO)
- Gathering business process requirements and preparing the business blueprint document; finalizing and defining enterprise structure
- Configuring Material Master, Vendor Master, Information Record, Source List, Excise Master, and ServiceMaster
- Describing and setting up Release Strategy and pricing Schema
- Setting up Account Assignment, testing, and troubleshooting issues during configuration and integration testing
- Administering mapping of MM enterprise structure through IMG settings
- Customizing the Price Determination Process and Stock Transport Orders with SD integration, Document Types, Number Range for Purchase Requisitions (PR) and Purchase Orders (PO), Request for Quotation (RFQ), and Material Master
- Interacting and coordinating with clients for understanding their technical requirements; ensuring quality and timely service for enhancing relations
- Effectuating cost-saving initiatives; achieving cost reduction through value engineering, reduction in the breakdown, rework and waste elimination
- Assisting in Special Procurement Services, Batch Management, and Raising Service Master
- Accomplished Unit/Integrated Testing; formed test documents; test scripts and result documents; applied MM integration with diverse modules like FI and ABAP

## Highlights:

- Resolved day-to-day issues in SAP MM procurement which originated from processes such as procurement of raw materials, stores and spares, capital goods, stock transfers, consumables, and services
- Implemented SAP Vendor Managed Inventory in collaboration with FI Consultants
- Defined cutover strategy for data migration and initial stock upload, prepared for go-live, and provided post-go-live support
- Configured various document types, number ranges, and field selections for Purchase Requisitions (PR), Requests for Quotations (RFQs), and Purchase Orders (PO)
- Facilitated training to the end users for proper utilization of SAP MM

## Digital Marketing

- Designing of creatives using the Canva tool.
- Overseeing existing campaigns and making recommendations on how to optimize them.
- Develop SEO strategies, and implement and monitor campaigns
- Audience and competition research for the website.
- Researching, Creating and Optimizing the social media Calendar with Strategies.
- Keyword Research for SEO-friendly content (Keyword Planner, Ahrefs, Ubersuggest, SEMRUSH)
- Creating & maintaining websites on WordPress.
- Compiled performances report using Google Analytics and Webmaster.
- Manage SEO activities such as content strategy, link building, and keyword strategy to increase rankings on all major search networks.

## ExperienceSummary:

- Worked in KIIT/ KIMS/ KISS Organization(Education and Management Services) from July 2013 to June 2022 as a core employee.
- Worked as Junior Technical Officer (Oracle 6i) at Shri Metalicks Limited, 2012-2013 as coreEmployee

## Academic profile:

- **B.Tech** (Computer Science and Engineering) with 7.8 Cgpa from Seemanta Engineering College (BPUT), Odisha(2011)
- **12<sup>th</sup>** (PCMB) with 75% from Ranchi Women's College(2007)
- **10<sup>th</sup>** with 76% from St. Xavier's Girls' School(2005)

## PERSONAL DETAILS

Location : Abu Dhabi(UAE)

Nationality : Indian

Language : English, Hindi