



PROFILE:

Professional with 5 Years and 2 months of overall work experience out of which around 2 Year 2 Months of experience as an Oracle SCM Functional Consultant and 3 Years as Admin Clerk.

CONTACT:

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EMAIL:

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ADDRESS:

Dubai - United Arab Emirates

EDUCATION:

2021

M.COM

UNIVERSITY OF MUMBAI

GRADUATED WITH HONORS

2019

T.Y.B.COM

UNIVERSITY OF MUMBAI

GRADUATED WITH HONORS

UVAIZ ANSARI

ORACLE SCM FUNCTIONAL CONSULTANT

WORK EXPERIENCE:

➤ **Allanasons Private Limited** **Oracle SCM Functional Consultant** **Nov 2021 – Jan 2024**

- Hands on Experience in Oracle Order Management Module.
- Good working Experience in O2C & basic knowledge of P2P business Cycle.
- Managing all sales related activity & resolving issues.
- Analyzing, Resolving, Developing & enhancing new changes for day-to-day issues related to order management.
- Good experience on Oracle R12 Production Support, Enhancements and Developments.
- Interacting with internal team and users on requirements gathering, design, functional testing, and user training.
- Preparing Functional documents like MD-050 & TE-040.
- Performing Test cases related to O2C for process improvement, implementation and patch purpose.
- Creation and Modification of Reports as per business requirements.
- Executing PI SQL queries for recurring data from backend.
- Executing for Advance Price List, Commission PO, Gross & Net weight for delivery, Changing PO to rectify etc.

COMPUTER SKILLS:

Oracle EBS R12.2.4
Excel
PowerPoint
Word
PL SQL

LANGUAGES:

English
Hindi
Marathi

ADDITIONAL DETAILS:

Total Experience – 5 Years & 2 Months.

Reason to job change –
Looking for career growth.

Notice Period – 1 Month

Age – 28 years

Marital Status – Single

Passport No – U3982064

Date of Expiry – 18/08/2030

➤ **Anjuman - I - Islam's Akbar Peerbhoy College of Commerce and Economics** **Admin Clerk** **Sept 2017 – Nov 2021**

- Working on ERP tool as an End user.
- Creation of work order against any ongoing fabrication work.
- Creating purchase order against purchase of electrical accessories, benches, tables, stationary items, etc.
- Creating sales order for sales against college uniforms, books, etc to students.
- Tracking of invoices for payment to vendors.
- Coordinating with vendor for timely delivery of ordered materials.
- Performing all activities related to Inventory of library books, sport equipment, etc.
- Composed internal memos and external correspondence for senior management and reviewed all documentation to eliminate errors.
- Created and updated system records and digital files to maintain current, accurate and compliant documentation.
- Responding to telephonic and e-mail queries.
- Delivered top-notch administrative support to office staff, promoting excellence in office operations.
- Managing Student data in MIS application.
- Utilized college tools to identify opportunities and develop action plans to improve performance.
- Resolved issues quickly by using effectively reducing student's complaints.
- Providing all necessary task related to office and day to day update to my superior.
- As an admin my duty was creating Transfer Certificate, Leaving Certificates, Transcript, Migration, Concession form for railways, Notice etc.
- Handling receptions and replying answer to student, parents, teachers & non teaching staff.
- Supervising student at examination center, class room etc.