

RESUME

DIWAKAR MISHRA

House No-1017/A Shastri Nagar Jabalpur

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OBJECTIVE: -

To work for a progressive organization in a highly motivating and challenging environment that provide the best opportunities in area of SAP functional, development and support to grow and utilize my potential at fullest to achieve the organization goal while achieving my personal goal.

SUMMARY: -

- **A professional having 10+years of total experience.**
- Knowledge of FI-GL: configuration and customizing of enterprise structure.
- Knowledge on Customizing customer account group, vendor master data
- Vendor Invoice verification process.
- Knowledge of Maintain number range for controlling area/controlling document.
- Knowledge of Configuration of MM Organizational unit and assignment to overall structure.
- Knowledge of Creation of Master data for Material master, Vendor master and Purchasing Info Records.
- Knowledge of Various types of Purchase Order.
- Configuration of Various Document types, Number range for Purchasing Requisitions, Request for Quotation, Purchase Order
- Document controlling.
- Sub-contractor invoice processing and service entry.

WORKING EXPERIENCE: -

- **I have worked as a SAP end user (Sub contractor Billing). In “Larsen & Toubro Ltd”. (Power IC. Shree singhaji Thermal Power Station Khandwa.) On behalf Teamlease services Ltd. from 01.12.2015 to 29.02.2024.**

KEY RESPONSIBILITIES: -

Name of the Organization : Larsen & Toubro Limited, (EPC Power).

Procurement process: Purchase Requisition, Purchase order entry, Goods Receipts Entry, Invoice Entry.

Master Data: Vendor master Record customisation and assignment

Procurement of External Services: Service Master Record & Condition, Purchase order for Services, Service Entry & Invoice Verification.

Procurement of Consumable Materials: Consumable material, Purchase Requisition, Purchase order & order Acknowledgement, Valuated & Non-Valuated Goods Receipts.

Invoice Processing: Matching invoices/credit notes against valid SAP orders ensuring compliance with processes and procedures, taking appropriate corrective action on invoices/credit notes received with missing or invalid number, liaising with internal/external contacts as required, Compliance check is done on the invoices received for processing.

Monitor & Follow up Invoices- Monitoring the workflow on a daily basis and taking necessary actions as required, Following up on invoices pending with the package manger and doing the needful as required, Answering to vendor phone call queries, Checking of vendor statements via mail/email on a daily basis, Monitoring the finance generic email with respect to vendor invoices and queries, Responding to internal/external vendor queries without delays, Coordinating with the local vendor master data maintainer for issues relating to vendor creation and modification.

I have worked in “JSW Energy Ltd”. “Ratnagiri Jaigad Maharashtra” As a Post of PLC operator from 01.08.2010 to 30.01.2011 on behalf “ Chennai Radha engineering works Pvt Ltd.”

Name of the Organization : JSW Energy Ltd

- Operates DCS/PLC controls and other systems that are required to control all applicable plant systems during normal plant operations, startup, shut down and emergency operations..
- Perform other duties as assigned by the Coal Handling Shift Supervisor.
- Writes routine daily entries in the control room log..
- Directs Coal Field Operators and coordinates with the Central Control Room Operator to ensure the continuous supply of coal to the generating plant.
- Coordinates with Tower operator and directs Coal Handling Field Operators to operate the coal handling systems, including conveying, crushing, stacking and reclaiming equipment, in a safe, professional manner, in accordance with industry standards, environmental restrictions, original equipment manufacturers’ recommendations and facility operating procedures.
- Desk operation and parameter monitoring of the system via PLC & SCADA.
- Maintaining data, records and logbooks of operational and maintenance purpose, in both hard and soft form.

- I have worked in “Airtel Ltd.” Indore MADHYA PRADESH” from 01.Aug.2008 to 01.may.2010 on behalf “TELEMATIC SOLUTION PVT. LTD”.

KEY RESPONSIBILITIES: -

Name of the Organization : Airtel Ltd.

- Listened and responded to customers’ needs and concerns
- Recorded details of customer contacts and actions taken
- Reviewed and selected standard responses for answers or solutions
- Referred customers to supervisors or more experienced Employees
- Completed call logs and reports.
- Follow-up on customer Inquiries not immediately resolved

EDUCATIONAL QUALIFICATION: -

- **MBA (Operation Management)**, “In progress”
- **B.sc (Computer Science)**, Govt. Model Science Collage Jabalpur (M.P) in 2007
- **12th (PCM)** passed from M.P. Board Bhopal in 2004
- **ITI (AUTOMOBILE)**, NCVT Delhi
- **Diploma (Material Management)**, IISDT Indore

OTHER QUALIFICATION: -

- **CERTIFICATE (SAP MM)**, SIPL Lucknow
- **AUTOCAD (Mechanical)**, CADD Jabalpur
- **CATIA V5 R16 (Mechanical)**,

STRENGTHS: -

Effective Communication Skills, hardworking & Team player with Team leading quality.
Ability to network and maintain strategic relationships.
Highly diligent and committed.

PERSONAL INFORMATION: -

Name	Diwakar Mishra
Father's Name	Shree R.S Mishra
Sex	Male
Date of birth	03.Jul.1986
Nationality	Indian
Marital Status	Married
Language Known	Hindi & English

DECLARATION: -

I declare that all the above information furnished by me is true to the best of my knowledge & belief.

PLACE: -Jabalpur

Diwakar Mishra