RANI MOOR

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**TOTAL WORK EXPERIENCE:** Total **15 Years** of experience as an IT Analyst SAP Functional FI/CO functional Consultant in SAP IS-Oil for both Upstream and Downstream sectors of **Shell, Parm Petrochemical, Novartis, Waste Management**. Big 5 Consulting Experience working with **Accenture**

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# CAREER OBJECTIVE

* Implement innovative technologies to drive client organizational goals so that it fit within the operating model.
* Interact and work closely with the business users to understand their technical and business needs.
* Document business requirements & functional designs.
* Establish backlog of user stories and specify the WHO, WHAT, WHY as well as Acceptance Criteria.
* Ensure applicable compliance and regulatory requirements are recorded.
* Oversee testing and defect management process for User Acceptance Testing (UAT).
* Participate in Daily meetings and interface with team lead as required for clarifications.
* Coordinate demos, conference room pilots and testing.
* Support training content creation and impart training.
* Test functionality of systems to ensure it meets the business users needs.
* Review integration, system, and UAT scripts. Work w/ testers in the Release Team to validate scripts.
* Help build the institutional solution knowledge for long-term business understanding & support.
* Work w/ Global Process Lead to update process document per process changes.
* Comfortable presenting to management at strategic and tactical levels

# CAREER SUMMARY

* IT Business and Functional Consultant, having total 15 years of experience working with Users to identify requirements across multiple applications.
* Experience with other Product data platforms like: PLM, ERP, PIM, etc.
* Solid experience in requirement and risk management aspects throughout the product lifecycle, related to functional specs to ensure that a product, service, or system meets, and fulfills its intended purpose, including:
* The management of requirements by identifying, analyzing, decomposing, allocating and resulting traceability to system components
* Communicating and maintaining configuration control of the set of requirements
* Risk management through systematic application of management policies, procedures, and practices to the tasks of analyzing, controlling, and monitoring risk. Encompasses hazard analysis, risk analysis and risk control measures
* Informed design for systematically gathering and interpreting feedback from customers, regulatory sources, competitors and other stakeholders on the use of a product to guide the development of new, related products or improvements on an existing product.
* Experience with requirement gathering and testing in a design control environment.
* Experience with master data management.
* Experience driving work across a global, matrixed organization.

# Work Experience

* **Novartis May 2018 – May 2021**
* **Parm Petrochemical**  **May 2015 – March 2018**
* **Shell/Accenture**  **April 2005 – May 2015**
* **Waste Management May 1999 – October 2004**

# System Skills

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System Skills

* SAP Hana Central Finance 1909
* SAP Version 4.6c and ECC 6
* MDM and Agile framework to create track change requests, master data and System Investigation Requests
* In-depth understanding of Microsoft Word, Excel, PowerPoint, Visio and Project tools and techniques

Experience with a wide variety of integration tools and techniques
• Expertise in BAPI, IDocs, RFC and ALE
• Experience in SAP workflow
• SAP Project Systems configuration experience
• SAP FI/CO configuration and integration experience
• SAP SD configuration and integration experience
• SAP MM configuration and integration experience
• SAP Security methodologies
• Other – SAP BW, SAP IDOC, SAP ECats, , SAP Solution Manager
• Ability to utilize, develop and debug ABAP code, SAP System Configuration changes, LSMW, and SAP reporting tools ( ex: SmartForms)

* Software / Hardware platforms Windows 2003/2008/XP/WIN7
* Database used SQL Server, New Instances and DB in SQL, Oracle
* Extensive knowledge of MS Excel to generate effective Reports
* Extensive hands on experience with AS400 and JDE systems.
* Comfortable presenting to management at strategic and tactical levels

**Novartis**   **May 2018 – May 2021**

**Role**: S4 Hana Consultant/IT Consultant

**Job responsibilities included during Implementation:**

* Study of AS-IS Process of Novartis
* Conducted workshop for the preparation of Blue Print.
* Preparation of Business Blue Print and mapping the Process
* Review, clarify, document, and prioritize customer requirements
* Design, build, test and deploy new functionality to meet business requirements
* Create and maintain documentation such as user requirements, functional specifications and test plans
* Facilitating and supporting system and user acceptance testing
* Liaise with other SAP team members and IT teams to architect complete end to end solutions that optimize operational performance of systems
* Perform knowledge transfer to training and communication teams and support user deployment activities as needed
* Engage with Managed Services team to ensure appropriate resolution of incidents raised by business teams
* Provide 2nd and 3rd level support as required and coordinate implementation of small to medium level enhancements
* Engage in activities to support upgrades to systems including impact assessment, testing and support during cutover and deployment
* Participate in local and global projects
* Help drive process improvement initiatives to optimize user experience and business understanding of solution
* Keeping management apprised of developments through clear and timely communication
* Participate in roadmap discussions and vendor assessments

**Parm Petrochemical**  **May 2015 – March 2018**

**Role**: S4 Hana Consultant/IT Consultant

**Job responsibilities included during Implementation:**

* Gathered requirements for SAP S/4 HANA.
* Maintenance of SAP Source Data & Non Source Data
* Third Party Interface in S4 HANA
* Test Data load, Initial Load & Online replication.
* Configuration of Central Finance
* Configuration in Source system
* Initial load of CO posting
* Initial load of Financial Accounting.
* Define Clearing and Substitution Accounts.
* Define Initial Load Groups and assignment of company code
* Extract Data for Initial Load
* Monitor Data Extraction
* Execute Initial Load for Initial Load Group
* Simulation and configuration of mapping of Initial Load of Cost Object Mapping (Internal order and production order)
* Activate Central Payment process
* Define Mapping actions for value and key object
* Transaction Replication, Error replication and Data replication.
* Configured Appendix /extended ledgers
* Pre migration steps and post migration for simple finance along with data management.
* Handling Customer-Defined Fields & Period-End Closing Activities
* Preparations and Customizing Migration in the General Ledger & GL planning
* Testing for end to end processes

**Shell - Implementation of Mexico June 2013 – May 2015**

Role: FI CO Consultant

**Job responsibilities included:**

* Evaluation of Clients Requirements as the system was on GSAP to identify the separation of data between upstream and downstream business and ensuring they complete an Implementation Questionnaire to understand their requirements and get a 360 degree assessment of the project.
* Completing OU Build Questionnaire for FI/CO Area
* Evaluation of data in clients system and ensuring that we understand the source system JDE Edwards.
* Understanding client's requirements and mapping their data to system design including company code configuration, area of operations, legal entities within each area of operation and the number of lines of business within each entity. Setting up various currencies for posting transactional data, mapping their entire chart of accounts taking into consideration local general ledger account requirements for Taxation and Payroll and any other country specific requirement. Mapping payroll process and integrating the process to our system. Mapping tax coding. Preparation and Execution of Test Cases, and Testing Scenarios.
* Functional testing, System testing of the application
* Release Management – deployment of Build/SIR`s in production Environment.
* Diagnosing test failures and producing test reports. Fit Gap analysis, New requirements gathering and clarification
* Preparation and Execution of Test Plans, Test Cases, and Testing Scenarios
* User Acceptance Test support
* Assisted with mapping of DCA documentation
* Helped in Data Mapping, Data Spreadsheet Preparation, Data Migration, Data Verification and User Signoff
* Co-ordinate with the off-site technical team to get the fixes, Test and deploy the new
* Release / Build, Preparing Reports Product Deployment / Go-Live, Post Implementation
* Support
* Developed Training Material and provided General SAP User Training as well as training for the entire FI Module
* Transition to Support and (Off-shore) teams to manage various pieces of data.
* Prepared Audit review material to ensure SOX Compliance controls for the project had been met.

**Shell-Implementation of Peru and Trinidad March 2013 – Nov 2013**

**Role**: The only module implemented for this implementation was FI and I worked on defining the legal entities within the various lines of business. My responsibilities included working with the Acquisition Manager on pre-defined structure of how many entities under which area of operations would be brought into the system within the various lines of business. Defined the cost objects that would be utilized for recording transactions and how the cost reporting structure would be organized via the hierarchy structure. P Requirement gathering, fit-gap analysis for LR Product, finalized the full requirements, User Training, UAT, Implementation and post-production support.

**Job responsibilities included during Implementation:**

* New requirements gathering and clarification via he OU Build Questionnaire for setting up new company code for Peru and Trinidad
* Assisted with mapping the legal entities falling under different Area of Operations and the cost objects required from an actual and a planning perspective
* Defining hierarchy structure for cost reporting purposes
* Ensuring the mapping of the various tables under OU Build as well as cost objects and all other objects to be loaded
* Mapping of data objects and preparing the hierarchy structure in conjunction with the business.
* Peru had requirements for maintaining local chart of accounts. Assisted with mapping of chart of accounts to standard Shell chart of Accounts. Assisted with setting up mapping data between standard chart of accounts and local chart of accounts and producing reports to meet legal and statutory requirements.
* Preparation and Execution of Test Plans, Test Cases, and Testing Scenarios
* User Acceptance Test support
* Helped in Data Mapping, Data Migration, Data Verification
* Co-ordinate with the off-site technical team to get the fixes, Test and deploy the new
* Release / Build, Preparing Reports Product Deployment / Go-Live, Post Implementation
* Support
* Developed Training Material and provided General SAP User Training as well as training for the entire FI Module
* Transition to Support and (Off-shore) teams to manage various pieces of data.
* Product Deployment / Go-Live, Post Implementation Support

**Shell-Implementation for LNG Canada** **Jan 2013 – April 2014**

**Role**: My role was an FI/CO consultant on the project. Responsibilities involved setting up a new controlling area and a new company code as the venture was 100% billable to the partners. Shell was one of the partners and structure had to be defined to bill Shell LNG to Shell Canada from one company code to another company code as no cross company postings are allowed in the Upstream Americas Region.

**Job responsibilities included during Implementation:**

* New requirements gathering and clarification via the OU Build Questionnaire for setting up new controlling area and new company code for LNG Canada
* Assisted with mapping the legal entities falling under different Area of Operations for both company codes Shell Canada and Shell LNG.
* Defining the cost objects required from an actual and a planning perspective and the tie up with WBS structure to ensure costs are billed out to partners.
* Defining hierarchy structure for cost reporting purposes with the new controlling area and the existing controlling area
* Ensuring the mapping of the various tables under OU Build as well as cost objects and all other objects to be loaded
* Setting up of allocation cycles required for allocating out costs.
* Prepared the chart of accounts that would be utilized for the LNG Canada. Created any specific accounts that would be required specifically for LNG business costs.
* Setting up currency configuration for the various currencies that the transactions for the partners would take place in and testing postings.
* Preparation and Execution of Test Plans, Test Cases, and Testing Scenarios
* User Acceptance Test support
* Helped in Data Preparation, Data Loading and Data Verification
* Co-ordinate with the off-site technical team to get the fixes, Test and deploy the new
* Release / Build, Preparing Reports Product Deployment / Go-Live, Post Implementation
* Support
* Developed Training Material and provided training on the specific design for the FI module setup.
* Transition to Support and (Off-shore) teams to manage various pieces of data.
* Product Deployment / Go-Live, Post Implementation Support

**Shell Implementation for Argentina and Colombia** **June 2011 – Jan 2013**

**Role**: I worked within the FI CO module and my responsibilities included completing the FI

**Job responsibilities included during Implementation:**

* New requirements gathering and clarification via he OU Build Questionnaire for setting up new company code for Peru and Trinidad
* Assisted with mapping the legal entities falling under different Area of Operations and the cost objects required from an actual and a planning perspective
* Defining hierarchy structure for cost reporting purposes
* Ensuring the mapping of the various tables under OU Build as well as cost objects and all other objects to be loaded
* Mapping of data objects and preparing the hierarchy structure in conjunction with the business.
* Completed Banking Questionnaire for both countries and assisted with setting up bank accounts for both countries integration with BCS and Citibank.
* Colombia government has special payroll requirements and utilized a third party to process their payroll and upload the records into the system. Mapped the local requirements to review what new accounts had to be setup in the chart of accounts and setup dummy personnel area so that employees could be setup as vendors and paid out of SAP.
* Argentina and Colombia had special requirements for maintaining local chart of accounts. Assisted with defining what accounts were required for usage for and mapping of chart of accounts to standard Shell chart of Accounts. Assisted with setting up mapping data between standard chart of accounts and local chart of accounts and producing reports to meet legal and statutory requirements.
* Functional Requirements for Librio Diario and Libro Mayor statutory reports required by government of both countries.
* Preparation and Execution of Test Plans, Test Cases, and Testing Scenarios
* User Acceptance Test support
* Helped in Data Mapping, Data Migration, Data Verification
* Co-ordinate with the off-site technical team to get the fixes, Test and deploy the new
* Release / Build, Preparing Reports Product Deployment / Go-Live, Post Implementation
* Support
* Developed Training Material and provided General SAP User Training as well as training for the entire FI Module
* Transition to Support and (Off-shore) teams to manage various pieces of data.
* Product Deployment / Go-Live, Post Implementation Support

**Shell Implementation of all Modules for French Guyana Jan 2011 – June 2013**

**Role**: I worked as an Implementation/technical lead and my responsibilities include Requirement gathering, fit-gap analysis for LR Product, finalized the full requirements, User Training, UAT, Implementation and post-production support.

**Job responsibilities included during Implementation:**

* Product Training, User Training, User Acceptance Test support
* Fit Gap analysis, New requirements gathering and clarification
* Helped in Data Mapping, Data Migration, creating batch jobs, Data Verification
* Co-ordinate with the off-site technical team to get the fixes, Test and deploy the new Release / Build, Preparing Reports (Generate Test Reports, UAT Tracker, Production readiness Score card sheet, Go-live checklist)
* Product Deployment / Go-Live, Post Implementation Support
* Leading a team of 4 test members (Off-shore)

**Shell Upgrade from version 4.6c to ECC6 Jan 2010 – Jan 2011**

**Role**: My role on the project was to review all custom reports for the Upstream Region and identify which reports were being utilized by the business and should be upgraded to ECC 6

**Job responsibilities included during system testing:**

* Preparation and Execution of Test Plans, Test Cases, and Testing Scenarios.
* Testing Custom Reports for various countries and conducting UAT with them.
* Identifying issues and raising SIR (System Investigation Requests) for issues.
* Sanity testing, Functional testing, Regression testing, System testing of the application from end to end for standard application
* Developing training material to identify changes between version 4.6c and ECC 6
* Conducting training for end users on changes in ECC 6
* Release Management – deployment of the changes and tracking and resolving issues post deployment.

**Shell Implementation US Gas and Power Jan 2009 – Dec 2009**

Role: I worked within the FI CO module and my responsibilities included evaluation of the 11 legal entities that need to be migrated into an existing company code.

**Job responsibilities included:**

* Evaluations of Clients Requirements those 11 legal entities were mapped to the correct line of business within the right area of operation.
* Evaluation of data in clients system and ensuring that we understand the source system the records were stored in Trading and were being migrated to upstream system as part of business realignment.
* Mapping their chart of accounts to our existing chart of accounts for mapping of balances. Mapping tax coding.
* Setup of cost centers for postings of actual and plan data and mapping the cost objects to nodes on the cost center hierarchy.
* Preparation and Execution of Test Cases, and Testing Scenarios.
* Functional testing, System testing of the application
* Release Management – deployment of Build/SIR`s in production Environment.
* User Acceptance Test support
* Assisted with creating DCA documentation for the various objects
* Helped in Data Mapping, Data Spreadsheet Preparation, Data Migration, Data Verification and User Signoff
* Co-ordinate with the off-site technical team to get the fixes, Test and deploy the new
* Release / Build, Preparing Reports Product Deployment / Go-Live, Post Implementation

Support

* Developed Training Material and provided General SAP User Training as well as training for the entire FI Module
* Prepared Audit review material to ensure SOX Compliance controls for the project had been met.

**Shell - Implementation of British Guyana Jan 2009 – Dec 2009**

Role: I worked within the FI CO module and my responsibilities included evaluation of a single legal entity that need to be migrated into a new company code.

**Job responsibilities included:**

* New requirements gathering and clarification via he OU Build Questionnaire for setting up new company code for British Guyana
* Defining the company code currency and various currencies to be setup for posting transactional data
* Bank Account setup and testing of the bank account with various payments method setups.
* Assisted with mapping the legal entity to various lines of business
* Defining hierarchy structure for cost reporting purposes
* Ensuring the mapping of the various tables under OU Build as well as cost objects and all other objects to be loaded
* Mapping of data objects and preparing the cost objects for actual and planned postings and defining hierarchy structure in conjunction with the business.
* Evaluation of data in clients system and ensuring that we understand the source system the records were stored in Trading and were being migrated to upstream system as part of business realignment.
* Mapping their chart of accounts to our existing chart of accounts for mapping of balances. Mapping tax coding.
* Preparation and Execution of Test Cases, and Testing Scenarios.
* Functional testing, System testing of the application
* Release Management – deployment of Build/SIR`s in production Environment.
* User Acceptance Test support
* Assisted with creating DCA documentation for the various objects
* Helped in Data Mapping, Data Spreadsheet Preparation, Data Migration, Data Verification and User Signoff
* Co-ordinate with the off-site technical team to get the fixes, Test and deploy the new
* Release / Build, Preparing Reports Product Deployment / Go-Live, Post Implementation
* Support
* Developed Training Material and provided General SAP User Training as well as training for the entire FI Module
* Prepared Audit review material to ensure SOX Compliance controls for the project had been met.

**Shell Canada Oil Sands CA03 Implementation Jan 2008 – Dec 2009**

**Role**: I was involved with mapping the chart of accounts. Analyzing requirements for new accounts for revenue, for payroll for materials and services and defining all accounts required for assets, receivables, payables, GST and local taxation requirements and payroll. Defined the entire chart of accounts from a balance sheet and P&L perspective. Also assisted with mapping of legacy data to accounts. Chart of account was further mapped to local taxation chart of accounts from a Shell Reporting perspective.

**Job responsibilities included during Implementation:**

* Define Chart of Accounts for Canada Oil Sands Project
* Fit Gap analysis, New requirements gathering and clarification
* User Training, User Acceptance Test support
* Helped in Data Mapping, Data Migration, Data Verification
* Go-Live, Post Implementation Support

**Shell Implementation of French Guyana July 2007 – Sept 2007**

Role: I worked within the FI CO module and my responsibilities included evaluation of a single legal entity that needed to be migrated into a new company code.

**Job responsibilities included:**

* New requirements gathering and clarification via he OU Build Questionnaire for setting up new company code for French Guyana
* Defining the company code currency and various currencies to be setup for posting transactional data
* Bank Account setup and testing of the bank account with various payments method setups.
* Assisted with mapping the legal entity to various lines of business
* Defining hierarchy structure for cost reporting purposes
* Ensuring the mapping of the various tables under OU Build as well as cost objects and all other objects to be loaded
* Mapping of data objects and preparing the cost objects for actual and planned postings and defining hierarchy structure in conjunction with the business.
* Evaluation of data in clients system and ensuring that we understand the source system the records were stored in Trading and were being migrated to upstream system as part of business realignment.
* Mapping their chart of accounts to our existing chart of accounts for mapping of balances. Mapping tax coding.
* Preparation and Execution of Test Cases, and Testing Scenarios.
* Functional testing, System testing of the application
* Release Management – deployment of Build/SIR`s in production Environment.
* User Acceptance Test support
* Assisted with creating DCA documentation for the various objects
* Helped in Data Mapping, Data Spreadsheet Preparation, Data Migration, Data Verification and User Signoff
* Co-ordinate with the off-site technical team to get the fixes, Test and deploy the new
* Release / Build, Preparing Reports Product Deployment / Go-Live, Post Implementation
* Support
* Developed Training Material and provided General SAP User Training as well as training for the entire FI Module
* Prepared Audit review material to ensure SOX Compliance controls for the project had been met.

**Shell Implementation Tamba Jan 2007 – Dec 2007**

Role: I worked within the FI CO module and my responsibilities included evaluation of a single legal entity that needed to be migrated into a new company code.

**Job responsibilities included:**

* New requirements gathering and clarification via he OU Build Questionnaire for setting up new company code for French Guyana
* Defining the company code currency and various currencies to be setup for posting transactional data
* Defining the company code currency and various currencies to be setup for posting transactional data
* Preparation and Execution of Test Cases, and Testing Scenarios.
* Functional testing, System testing of the application
* Helped in Data Mapping, Data Spreadsheet Preparation, Data Migration, Data Verification and User Signoff
* Co-ordinate with the off-site technical team to get the fixes, Test and deploy the new
* Release / Build, Preparing Reports Product Deployment / Go-Live, Post Implementation
* Support

**Shell Implementation Canada June 2006 – Dec 2006**

Role: I worked within the FI CO module and my responsibilities included evaluation of a single legal entity that needed to be migrated into a new company code.

**Job responsibilities included:**

* New requirements gathering and clarification via he OU Build Questionnaire for setting up new company code for French Guyana
* Defining the company code currency and various currencies to be setup for posting transactional data
* Defining the company code currency and various currencies to be setup for posting transactional data
* Preparation and Execution of Test Cases, and Testing Scenarios.
* Functional testing, System testing of the application
* Helped in Data Mapping, Data Spreadsheet Preparation, Data Migration, Data Verification and User Signoff
* Co-ordinate with the off-site technical team to get the fixes, Test and deploy the new
* Release / Build, Preparing Reports Product Deployment / Go-Live, Post Implementation Support

**Shell Implementation of Americas Region April 2005 – Jun 2006**

**Role**: Here I worked as part of a team to implement SAP version 4.6c for the Americas region which included US, Brazil and Venezuela. Part of team to identify local reporting requirements for and write specifications. Testing of specifications turned into reports, completing UAT with clients and assisting in resolving any issues identified. Shell has identified a unique structure for mapping their taxation for various accounts and was part of creating the mapping according to the identified rules to create the Tax Chart of Accounts. Developed training material for the end users and assisted with developing cross reference tables to assist in understanding co-relation of information from legacy to version 4.6c

After the Implementation I was retained to continue with Shell as a consultant for future projects.

**Job responsibilities included:**

* Requirements Gathering for unique Reporting Requirements for US, Brazil and Venezuela
* Test Plan, Test Coverage report, Test Execution Reports, Defect Logs
* Review test cases/scenarios, Executing Integration Test cases, Executing UAT with the Clients
* Developed Training Materials and conducted end user training.
* Developed cross-reference tables for users to understand comparisons between legacy

and the new systems

**Waste Management May 1999 – October 2004**

* Senior Business Analyst role was to review business requirements put together by team members to review logic prior to moving to development
* Liase with Stakeholders to gather requirements and functional statement of work
* Oversee testing and defect management process for User Acceptance Testing (UAT).
* Coordinate demos, conference room pilots and testing.
* Coordinate demos, conference room pilots and testing.
* Support training content creation.
* Test functionality of systems to ensure it meets the business users needs.
* Review integration, system, and UAT scripts.\* Work w/ testers in the Release Team to validate scripts.
* Help build the institutional solution knowledge for long-term business understanding & support.
* Work w/ Management to lay out priorities and schedule for the next scheduled Release.

**EDUCATION:**

* Master Degree Courses (I.T.) from University of Texas (2004)
* Undergraduate University of Texas in 2002

## STRENGTHS:

* Quality-oriented professional with a proven record of accuracy, efficiency, and attention to detail.
* Ability to learn & adapt things according to the environment & requirement.

## AREAS OF INTEREST

* Focused on Customer Satisfaction and have always been successful
* Never negotiate on Quality
* Like New Challenges / Learn new things / Growth
* Dance, Gym, Playing Tennis