# ­­Subodh Sharma

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**OBJECTIVE:**

Looking forward to being associated with an organization where my skills and talent can be fully utilized and recognized concentrating simultaneously on the growth of both the organizational and personal fronts in **German language and SAP (S4 HANA) Implementation, Development & Support.**

**PROFESSIONAL SUMMARY**

* Expert in German language with 10 plus years of experience.
* In depth knowledge of FI Organization structure with 3 years of experience.
* In depth knowledge of General Ledger Accounts creation.
* In depth knowledge of Accounts Payable and Accounts Receivable and Asset Accounting.
* In depth Knowledge on Cross module Integration (FI, MM and SD) with 3 years of experience.
* Knowledge on Controlling. (Basic)

**PROFESSIONAL EXPERIENCE**

**Vodafone India Service Pvt. Ltd., Pune, India** Aug 2015 – July 2021

Designation: Assistant Manager (German language expert)

* Worked in Field Glass (SAP) project. (FI project since last 3 years)
* Handled team with count of 9 team members.
* Technical troubleshooting with the help of different tools and applications.
* Follow-up with L2 Support teams.
* Handled three Projects at a time. (Fix net Operations, Billing Audit, Field glass)
* Expert in handling tools, which are, customize only for the company.
* Given support and share knowledge to team members in case of complex scenarios and Tickets.
* Worked as SME Handling Incident and Service Request Tickets.
* Supported other teams for Translation when required urgently.
* Made SOP documents for current and upcoming projects.
* Handled automation part with technical team to reduce manual work

Additional responsibilities:

* Conducted Recruitment Interviews for German language proficiency.
* Daily/Weekly Reporting of data to the Management.
* Creation of knowledge bank for process improvement.
* Providing Cross training to other teams.

**Metro Accounting center of excellence, Pune, India** Feb 2012 - Aug 2015

Designation: Senior Analyst

Domain: - AP Goods

Project- MCC

* Processing supplier claims in SAP. Expert in team for using SAP tool.
* Coordinating with German Clients through call or Interaction Tool for resolving errors.
* Handling documentation part of the process for the work shadowing’.
* Have travelled to Germany (Dusseldorf) for the succeeded Transition of German AP Goods Process for
* MCC Germany to MACE (Pune).
* Handling complex claims Invoices and became specialist in the Team.
* Handling training sessions for Drinks suppliers.
* Given support to Invoice control team as well in case of complicated drinks invoices.
* Providing full support to the Team members in case of complex Issues.
* Resolving queries by directly interacting with Local Team Germany,
* Describing the nature of Invoices and a solution in case of complexity of the Invoices.
* Providing Training to the Team members to understand the process.
* Handling queries, issues on daily basis.
* Given floor support to team members in case of complex claims invoices.

**Deutsche Bank Jaipur, India** Jan 2011 – Sep 2011

Designation: - Process Executive (Analyst)

Responsibilities – Cash Operation

* Worked in SSC phase two Project (fund Release).
* Remittances and Wire Transfers via SWIFT.
* Reconciliation related to Nostro accounts and funds transferred.
* Generation of MIS reports and maintenance of records thereof.
* Interacted with Relationship Manager on daily basis for releasing Funds.

SAP SKILLS

FINANCE:

* Configuration of Enterprise Structure and Assignment of organizational Units Fiscal year, COA, Posting Period, Open & Close FI periods, Tolerance groups, Document types and number ranges
* Configuring NEW G/L CONCEPT, Document splitting, Leading Ledgers and Non Leading Ledgers Parallel accounting system, FI/CO Real time integration.
* Creation of profit centre and profit centre standard hierarchy.
* Creation of G / L Accounts, Cash Journals, House banks and Maintaining Field Status Variant and Posting Keys
* Defining Interest Calculation Types, defining Reference interest rates, Assigning Accounts for Automatic Posting for Interest Calculations.
* Vendor/Customer invoice posting, Credit memo, posting special G/L transactions (advances or down payment).
* Creation of Customer/Vendor Accounts Groups, Number Ranges, and Customer/ Vendor Masters Creation.
* Maintaining tolerance limits, payment terms, cash discount to Customers/Vendors.
* Maintaining Validation and Substitution.

CONTROLLING:

* Maintain the Controlling area, and Versions for actual and planned postings
* Creation of Cost Centres and Definition of Cost Centre Hierarchy
* Creation of Activity types and Statistical key figures and Allocation, Distribution and assessment of costs
* Creation of Primary and Secondary Cost Elements with appropriate Cost Element Category & Cost elements Hierarchy
* Definition of Internal Order Types, Order Masters, budgeting & Settlement Profiles
* Integration with FI-MM & FI-SD.

**ACADEMIC PROFILE**

* Master’s in Business Administration (MBA) (Specialization in Finance & Management) from

I.S.B.M&A. College, Pune, India October 2011

* Graduated as a Bachelor’s in Business Administration (BBA) (Specialization in Finance) from

I.B.M.S. College, Navi Mumbai, India July 2009

* German Language form Goethe Institute, Max Mueller Bhavan, Pune in 2010 up to level 5 (B2.2).

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* SAP FI

**TECHNICAL SKILLS**

* ERP                               : SAP S$ HANA 1909   FI/CO,MM,SD
* Operating System     : Windows 10, 1909 version
* Language                    : MS word, Excel, PowerPoint
* Methodology             : ASAP

**SOFTWARE SKILLS**

* Programming Languages: MySQL (Basic Knowledge)

**PERSONAL DETAILS**

Nationality : Indian

Languages known : Hindi, English, German

Date of Birth : 06/09/1987

Mother’s Name : Sarita Sharma.

Place: Pune

Date: -/-----/2021 *(Subodh Sharma)*