



## **Subhro Maji**

**Hand phone No** :+91-6290081070

**E-Mail:** subhromaji93@gmail.com

---

**Preferred Industry:** Manufacturing Industries, IT (Software) and others.

- **Preferred Location** :KOLKATA,HYDERABAD,BANGALORE,PUNE,DELHI

### **PROFILE SUMMARY**

- Completed B.Com and having around 18+ years of experience in Manufacturing Industries as Dy.Manager-ERP & RMS
- Functional knowledge in Oracle EBS Purchasing, Oracle Order Management, Oracle Payables, Oracle Inventory module, Receivables, OFI and GL
- GST, Statutory Audit, Cost Audit, Internal Audit and Finalization of Books of Accounts.
- Played a key role in fresh Implementation (E-Invoicing, E-waybill), support as well as hand holding as per Company's requirements.
- Analytical, motivated with strong leadership & time management skill, quality-oriented professional with an eye for detail.
- I want to grow more and grab experience as a Functional consultant.
- Ready to work in any other Software Platform.

### **ORGANIZATIONAL EXPERIENCE**

**May-2005 to Present Vinar Systems Private Limited as Dy.Manager-ERP & RMS**

#### **Key results area:**

- Providing support for various modules like Inventory, Order Management, Purchasing, Payables, Receivables, OFI, GL Module.
- Responsible for Implementation and Support related workings as functional member.
- GST, Statutory Audit, Cost Audit, Internal Audit and Finalization of Books of Accounts.
- Handling different Functional issues, collaborating with my team and engaged in User end support
  - Visit Factory/warehouse for real time support to users on request.
  - Good collaboration with team members and also try to help them for any issues within my knowledge.

#### **Highlights:**

- Financial Reconciliation workings for period end process.
- Finalization of Books of Accounts.
- Day to Day Entry In AP,AR and Journals.
- Preparing Monthly Statement (Stock, Profit & Loss Account, Balance Sheet, Cash Flow and Fund Flow Statement)
- Working with seeded reports, customized reports and provide various data and transaction dump for the company.
- Defining users and their responsibilities and custom menu as per company's requirement.
- Communicating with oracle support team, for resolving various functional and technical problems.
- Now Involved in pre-workings related to Oracle EBS Up gradation (12.13 to 12.2.10)

### **ACADEMIC DETAILS**

- 2007 M.Com from University of Burdwan.
- 2005 B.Com from Narasinha Dutta College, University of Calcutta with 55%
- 2002 12<sup>th</sup> from Shree Shree Ramkrishna Sikhalaya, W.B.C.H.S.E with 65%
- 2000 10<sup>th</sup> from Shree Shree Ramkrishna Sikhalaya, W.B.B.S.E with 66%

## IT SKILLS

### Well versed with

Operating Systems: Windows '98, 2000, XP, Windows 7.  
Language known: PL/SQL entry level knowledge  
Software used: Microsoft Office (Word, Excel, PowerPoint), TOAD, TEAM VIWER, DATA LOADER, GOOGLE MEET etc.

## PERSONAL DETAILS

**Date of Birth:** 20<sup>th</sup> July, 1984  
**Permanent Address:** 40, Hriday Krishna Banerjee Lane, Kadamtala, Howrah - 711101, West Bengal  
**Current Address:** 3/1, Kali Prasad Banerjee Lane, Kadamtala, Howrah - 711101, West Bengal  
**Languages Known:** English, Bengali and Hindi.