

As a Microsoft Certified Functional Consultant in Dynamics 365 Finance & SCM, a Certified Project Management Professional, and a Professional in Business Analysis from PMI, I am a result-oriented professional with over 14 years of experience across ERP systems, managing ERP system at an organizational level and business development. Currently, I am associated with Steel Products Company (STEPCO) in Riyadh, Saudi Arabia as ERP Specialist.

 Riyadh, Saudi Arabia  [linkedin.com/in/mkalm](https://www.linkedin.com/in/mkalm)   +966 546 732 171  [kausar.aalam@hotmail.com](mailto:kausar.aalam@hotmail.com)

## SKILLS

ERP Management

Dynamics AX 2012

Dynamics 365 F&O

ERP Implementation

Business Analysis

Data Analysis

Project Management

Supply Chain Management

Requirements Gathering

PMP | PMI - PBA

Financial Accounting

## PROFESSIONAL SUMMARY

- Result-oriented professional with 14+ years of experience in managing ERP at an organizational level and driving business development
- Microsoft Certified Functional Consultant in Dynamics 365 Finance & SCM and certified in Project Management and Business Analysis from PMI
- Successfully completed 2 End to End Implementations for AX 2012 and provides post-Go-Live support
- Strong communication and relational management skills, with strong business acumen for cost-effective and efficient solutions using technology.
- Proficient in **Microsoft D365 F&O**, **Microsoft Dynamics AX 2012**, and familiar with Microsoft Dynamics Navision 2009 integrated with LS Retail and Business Tools such as MS Project, MS Visio, MS Office Suite
- Familiar with programming languages including C, C++, Java, and Visual Basic 6.0
- **Key strength areas** include Enterprise Resource Planning (ERP), Supply Chain Management (SCM), Business Analysis and Project Management.

## CORE COMPETENCIES

- **Financial management:** Experience with the Financial modules of Dynamics AX 2012 and Dynamics 365 F&O, including General Ledger, Accounts Receivable, Accounts Payable, and Fixed Assets.
- **Supply Chain Management:** Knowledge of the Supply Chain Management modules of Dynamics AX 2012 and Dynamics 365 F&O, including Procurement and Sourcing, Sales and Marketing, Inventory Management, and Warehouse Management.
- **Project Management:** Experience in managing and implementing ERP projects for Dynamics AX 2012 and Dynamics 365 F&O, including project planning, budgeting, resource allocation, risk management, and change management.
- **Business Analysis:** Proficiency in analyzing business requirements, designing functional requirements, and creating documentation for Dynamics AX 2012 and Dynamics 365 F&O.
- **System Configuration:** Proficiency in configuring the Dynamics AX 2012 and Dynamics 365 F&O system settings, including security roles, permissions account structures, financial dimensions and workflows.
- **Master Data Management:** Experience in managing the Master Data of different modules as per the organization standard.
- **Training and Support:** Ability to provide necessary support/training to the end-users for their respective processes in Finance and SCM, and maintaining the training material for the end-users for their respective processes.

## EDUCATION

- **Master of Business Administration (MBA), 2011**
  - Dr. Babasaheb Ambedkar Marathwada University, India
- **Bachelor of Computer Applications (BCA), 2009**
  - Dr. Babasaheb Ambedkar Marathwada University, India

## MEMBERSHIPS:

- Project Management Institute: KSA Chapter
- Project Management Institute: Mumbai Chapter
- Computer Society of India

## CERTIFICATIONS:

- Microsoft Dynamics 365 F&O:
  - Core Finance and Operations MB-300
  - Finance Functional Consultant MB-310
  - SCM Functional Consultant MB-330
- PMI: Project Management Institute
  - Project Management Professional - PMP
  - Professional in Business Analysis - PMI-PBA

# PROFESSIONAL EXPERIENCE

---

## ERP SPECIALIST

**STEEL PRODUCTS COMPANY, (STEPCO), Riyadh, Saudi Arabia**

*Dec'2013 – Present*

### • Finance Department Support

- As part of supporting the Finance Department, I am responsible for ensuring that the Procure-to-Pay and Order-to-Cash cycles run smoothly. This involves coordinating with different teams across the organization, such as procurement, accounts payable, accounts receivable departments. I also provide support for fixed asset management, which includes maintaining accurate records of the organization's assets and providing support for depreciation calculations.

### • SCM Support

- In addition to supporting the Finance Department, I also provide support to the Supply Chain Management (SCM) team. This involves creating Purchase Orders and Sales Orders in AX 2012, as well as providing support for dispatch operations. I work closely with the SCM team to ensure that orders are processed efficiently and accurately and that any issues are resolved in a timely manner.

### • Master Data Maintenance

- One of my key responsibilities is maintaining the Master Data of different modules in accordance with the organization's standards. This includes ensuring that data is accurate, complete, and up-to-date and that any changes are properly documented. I work closely with the IT team to ensure that any changes to the system are properly implemented and tested before they go live.

### • End-User Support

- I work closely with individuals across the organization to ensure that they understand how to use the system and processes related to Finance and SCM. I also maintain training material, such as user manuals and training videos, to help end-users learn and reference the necessary information.

### • VAT Implementation

- As part of the VAT Implementation team, I worked closely with other team members to ensure that the organization follows VAT regulations. This involves coordinating with different departments to ensure that they are aware of the changes and that they understand how to properly record and report VAT-related transactions.

### • SPOC

- As the point of contact between the implementing partner, departmental heads, and process owners within STEPSCO, I was responsible for ensuring that communication flows smoothly between all parties. This involved coordinating meetings, providing regular updates, and addressing any concerns or issues that arise during the implementation process.

### • Supervision

- During the Go-Live phase, I supervised and supported the end-users in entering backlog data. This involves working closely with different departments to ensure that all necessary data is entered accurately and on time and that any issues are resolved quickly. I also provided support to end-users during the initial transition period to ensure that they can use the new system effectively.

## BUSINESS DEVELOPMENT EXECUTIVE

**QUALSOFT SYSTEMS PVT. LTD, MH India**

*May 2012 – June 2013*

### Business Development

- Developing clientele for the organization's diverse ERP solutions
- Identifying business opportunities and locating potential clients in targeted segments
- Securing profitable business for the organization

### Market Monitoring and Development

- Supporting the exploration and monitoring of market trends
- Leading to new business opportunities
- Developing corporate strategies and mission

### Client Management

- Providing demos to new users using MS PowerPoint presentations
- Preparing training materials and manuals
- Managing key accounts for the firm
- Retaining old clients and providing both technical and functional support

### Staff Development and Education

- Developing, motivating, and educating staff members on various operational matters
- Guiding them towards successful outcomes and attainment of business processes and objectives

### Support and Training

- Efficiently providing support and training to new clients/employees for the software solution and IT usage

## BUSINESS DEVELOPMENT EXECUTIVE

**ASCENT INFOSOFT PVT. LTD, MH India**

*June 2009 – April 2012*

### Business Development

- Developing business for the organization
- Identifying business opportunities

### Product Information and Training

- Efficiently providing information on new products to clients
- Providing training to new clients for customized software solutions

### Strategic Planning

- Planning and conceptualizing various strategies to achieve business goals for IT products
- Laptops, desktops, networking devices, and other peripherals are included in these products