



MARTIN DVORAK
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3rd Rank IT Freelancer of the Year

SUMMARY

Management Consultant, IT Consultant and Project Manager
for international Oracle E-Business Suite and OFSAA Projects.

LEADERSHIP & BUSINESS SKILLS

EMEA wide programme management, change management, business process improvement and organisation, business process management, business intelligence, data warehouse, business process outsourcing, project management in ERP, CRM and eBusiness (B2C, B2B, Content Management). Managed 8 consultants when acting as Manager eBusiness. Led to improvement of financial performance, quality, personnel enhancement and customer satisfaction. Track record of significant cost reduction, profit improvement and results delivery achieved via large scale operations initiatives and change programmes using Six Sigma, Application Implementation Methodologies, Rapid Application Development and Activity Based Costing.

ORACLE E-BUSINESS SUITE and ORACLE FINANCIAL SERVICES ANALYTICAL APPLICATIONS SKILLS

EBS R12: General Ledger, Payables, Receivables, Procurement, Inventory, Assets, Order Management, Costing, Cash Management, Enterprise Asset Management, Projects, Sales, Marketing, iStore, iPayment, iReceivables, iExpenses, iProcurement, iSupplier, Human Resources, Subledger Accounting, E-Business Tax, Netting, FSG, UPK, Financial Analyzer and Discoverer.

OFSAA 5.2: Master Maintenance, Monthly Processing, Funds Transfer Pricing, Cost Center Accounting and Profitability Management.

EDUCATION

Since 2003, invests 6-10 days per year into personality, management and Oracle training.

Executive Management: Huddersfield University, 2002.

Economics: School of Management and Law, Zurich, Switzerland. Graduation in 1994.

Degree in Commerce & Administration: KV Business School, Zurich, Switzerland. Graduation in 1988.

LANGUAGES

German, English, French, Czech and Slovak.

PROFESSIONAL AFFILIATIONS

President of the Junior Chamber of Commerce Zurich, Switzerland, in 2007.

Member of Junior Chamber International, Worldwide Federation of Young Leaders and Entrepreneurs.

Graduate Business School Zurich & St. Gallen and ZHW Winterthur.

Alumni ZHAW School of Management & Law.

University Lecturer. Lecture seminars on various IT topics and CRM.

Publishing White Papers on Oracle related subjects. Speaker on Oracle Conferences.

Contributor to the Entrepreneur Day 2007 in Zurich, Switzerland.

PROFESSIONAL EXPERIENCE

Business Analyst, leading Bank in CEE, Austria

02.2011 – ongoing

- Business Analyst in the BICC (Business Intelligence Competence Center) at group bank level.
- Implementing the new Oracle Financial Services Analytical Applications (OFSAA 5.2) for the new MIS Head Office Project which is fully integrated into the new Enterprise Data Warehouse Programme.
- Provide business analysis for Business Intelligence and Data Warehouse components which relate to OFSAA, such as Month End Processing, Funds Transfer Pricing, Cost Accounting, Standard Unit Costs and Profitability Management.
- Managing data governance and alignment with business entities and support for content related Business Intelligence and Data Warehouse questions.
- Amongst with the implementation of the solution, ensure all data requirements and changes are gathered and data provided is in sufficient quality and completeness for OFSAA. Aligned approach with relevant business departments from accounting, controlling and risk. Represents the MIS in the RIC (Requirements Implementation Coordination) team to liaise with the different project streams such as Core, Source, Implementation, Test and Operations.
- Analyzing the business data modelling, business data requirements and the dimension mapping from source systems to 15 target dimensions required in OFSAA to ensure appropriate data quality, business logic and completeness regarding the OFSAA outbound interface layer.

- Identify business and data gaps against the OFSAA layer. Provide additionally required OFSAA functionalities for the group.
- Transformation of the MIS OFSAA data requirements to fit into the Business Data Structures, Business Data Terms and Business Data Elements modelling process, which is based on the FS-LDM (Financial Services Logical Data Model).
- Analyze the consolidated results from the data stream. Support in the clustering and prioritization of the content.
- Data Quality Control regarding linkage between business requirements, data groups, OFSAA logical and physical data model and functionality against the future solution.
- Definition of OFSAA business acceptance criteria, based on mapping towards granularity, frequency, actuality and information requirements.
- Establishing High Level Presentations covering OFSAA functionality including Master Data, Monthly Processing, Funds Transfer Pricing, Cost Center Accounting, Unit Cost Calculation and Profitability Model. Provide know how transfer ensuring the understanding to the true contribution of each business unit, product and customer relationship to the bank's overall profitability on a risk-adjusted basis. It provides the basis comparing the efficiency of different branches, business units and operations and highlights the mechanism regarding expenditure control.
- Functional Support in the OFSA 4.5 to the OFSAA 5.2 Migration.
- As a result, the bank achieves accurate and faster monthly reporting, which enables sound business decisions on a thorough understanding of the profitability and a single point of truth, aligned with risk. New harmonized funds transfer pricing rules, more granular view on proprietary business resulting in better visibility on different dimensions and hierarchies and a multi dimensional profitability measurement on products, customers, pricing and the accountability of managers.

Trainer, Pharmaceuticals, Switzerland, Israel, Czech Republic and Germany 04.2010 – 12.2010

- Oracle E-Business Suite Training Development on Release 12.1 and UPK 3.6.1.
- Scope, Design and Delivery of Training for Switzerland, Germany, Czech Republic and Israel for General Ledger, Payables, iExpenses, Receivables, iReceivables, Assets, Procurement, Cash Management, Subledger Accounting, E-Business Tax, Process Manufacturing Costing, Enterprise Asset Management and Netting.

Business Consultant, leading provider of Merchant Processing Services, Global 11.2007 – 03.2010

- Defined the global Procure to Pay process. Implemented the Procurement Strategy in Central Europe.
- Lead the Oracle part of the classified demerger project. Successfully converted the Oracle data into a 3rd party system. Transition of the remaining parts into the European Shared Services Centre.
- Worldwide implementation of Oracle's E-Business Suite Release 12.
- Implemented in time the new Oracle Global Finance System in Austria including Oracle's Procurement, Payables, Cash Management, General Ledger, Receivables, Inventory, Assets and Internet Expenses.
- Communicated effectively the decentralized purchasing process. Organized and achieved the Purchase Order / Payables invoice matching ratio from 3% to 86% within 3 months.
- Developed over 20 different functional specifications for customized features, legal, statutory and management reporting.
- Built Oracle Reports in FSG for year end close based on Austrian Accounting law.
- Solved multiple tasks such as closing open issues, support, business process improvement and post go live tasks while managing and motivating staff.
- Improved the processes, reliability, performance and ease of use of Oracle's E-Business Suite System.

Business Consultant, Financial Services, Switzerland 12.2004 – 03.2006 and 02.2007 – 11.2007

- Linked business strategy to infrastructure change in a framework of strategic change management.
- Integrated Host, Oracle Data Warehouse and Oracle Financial Systems by modelling, changing, testing, executing, controlling and monitoring the business process, reports and functionalities.
- Improved decision making process by integrating data and reporting tools based on complete, accurate and timely information across the enterprise.
- Reconciled and eliminated differences between Host, Oracle Data Mart and Oracle Financial Systems. Improved Oracle Data Mart mapping rules (over 7'000 rules).
- Improved change requests and issue resolution between business and IT by defining new deliverables, roles, responsibilities and processes.
- Managed new business requirements by writing functional specifications, liaised with IT development, testing and deployment.
- Improved reconciliation process by defining new or enhanced existing reports, automated reports, balance and P&L reconciliation. Defined prerequisites to automate reconciliation process, such as new mapping rules, know how transfer to business team on how to use the new reconciliation tools and processes.
- Introduced a new testing concept. Improved testing quality, speed and accuracy. Enabled monitoring.
- Built up reporting skills for Finance & Accounting team (Oracle FSG, ADI and Discoverer).
- Defined, agreed and implemented new methods, processes, structures, roles and responsibilities with the client. Ensured, that the business team adapted the new procedures.

Business Consultant, Product Safety, Europe & Latin America**04.2006 – 02.2007**

- Successfully implemented the new Oracle Global Finance System in 12 different locations. This replaced many different systems and brought the customer onto a single global system using Oracle's E-Business Suite.
- Improved the reliability, performance and ease of use of Oracle's General Ledger, Payables, Procurement, Inventory, Assets and Internet Expenses.
- Client gets the most up-to-date and accurate information from their new Oracle E-Business Suite System.

Business Consultant, the World's Premier Toy Brands, Central and Eastern Europe 10.2004 – 11.2004

- Conducted Eastern European roll out of the Oracle E-Business Suite, which was part of the Global Transformation Project. Met delivery target within timeframe.
- Made sure global footprint complied with legal and statutory requirements for Poland, Hungary, Czech Republic and Slovakia. Introduced and developed local business practices and forms.
- Took business requirements, defined future state designs and executed set up of General Ledger, Payables, Receivables, Cash Management, Assets, Procurement, iExpenses and Project Accounting.

Change Management, EMEA, leading provider of hardware, software, and services 11.2003 – 09.2004

- Drove the change acceptance activities for 6 countries, which were targeted in the Oracle Project Accounting roll out for Professional Services.
- Analyzed, developed and drove the country change acceptance plan with the EMEA change manager, country change managers and Business Solution Group engagement managers.
- Drove change acceptance plans focusing on business process re-engineering in order to deliver projects successfully, with improved profitability and efficient operations.
- Understanding the local Professional Services business processes and the related roles, the end state and business readiness. Mapped processes and roles to achieve end state. Achieved that end state by using a change acceptance plan and Six Sigma methodologies.
- Documented the changed core business processes, organisational impacts, roles and responsibilities.

Business Analyst, EMEA, worldwide internet infrastructure provider**12.2002 – 07.2003**

- Improved order processing standardisation of the pan European front (CRM) and back office (ERP).
- Delivered a business process with supporting system changes. Increased order velocity by 115% for account and 296% for credit card orders, accuracy and quality by reducing rejection rate with 85%, reduced order processing costs resulting in \$3.8M annual savings, improved sales productivity and visibility of the order pipeline and scalable process to support standardisation and centralisation.
- Managed 7 different visions, scopes and functional specifications in the order processing area.
- Provided go live and post implementation support for Southern Europe.
- Carried out business process improvement in the prepaid orders area for EMEA by leading interviews, data gathering, analysis and recommendations from metrics. Resulted in \$1.5M annual savings.
- Captured 20 - 50 issues per specification and initiated corresponding improvements for the future processes.
- Developed 12 different process improvement scenarios to achieve common European process.

ATOS ORIGIN, Switzerland**2001-2002****Manager eBusiness**

- As a member of the expanded management staff, I planned and carried out all eBusiness activities of the Swiss branch of Atos Origin.
- Led expansion and development of the eBusiness group by 25%, improving utilization rate and revenue by 93%, increased quality, personnel enhancement and customer satisfaction.
- Managed, coordinated and executed the groups' eBusiness approach to the market and to clients.
- Monitored the monthly business performance and managed delivery.
- Evaluated business opportunities, product portfolio development, new contracts and workshops. Increased delivery backlog by 70%.
- Delegated project execution including consulting and system integration to eSolutions staff.
- While acting as eBusiness manager, coached eight eBusiness consulting staff members.

CAMBRIDGE TECHNOLOGY PARTNERS, Switzerland**1999-2000****Senior Consultant**

- Worked in business development in the area of eCommerce and Customer Relationship Management.
- Developed call center strategy and facilitated CRM-related workshops for a company in the utilities sector.
- Conducted package evaluation workshops for global clients in discrete, process and service sector, which resulted in selection of the most appropriate software for each client.
- Redesigned business processes for various clients, extracting functionality from the processes and representing it using a functionality matrix.
- Led a business strategy in the area of Extended Resource Planning (XRP) for the Central European practice.
- Implemented and supported Oracle Applications as a contractor in the area of General Ledger, Accounts Payable, Accounts Receivable, Fixed Assets, Purchasing, Inventory, Project Costing and Sales and Marketing for the Swiss subsidiaries of an European telecom company.

ORACLE EMEA ONE, UK and ORACLE, Switzerland**1996-1998****Principal Applications Consultant**

- Acquired directly Oracle Applications consulting projects worth \$ 420'000 within the EMEA Region.
- Led Procurement, Fixed Assets and Inventory strategy and implementation for a telecom company, which resulted in NPV of CHF 13M - CHF 19.5M in savings and CHF 1.3M in total cost over 6 years.
- Improved and implemented cash-out processes for the largest hotel in the Czech Republic in 8 months only, which led to cash control, cost savings, reduction of inventory and improvement of logistics.
- Defined future procedures and implemented a new cost accounting system in accord with USGAAP for a leading reinsurance company. Delivered project 10 days earlier than agreed in scope.
- Initiated and redefined clients' specific requirements using Application Implementation Methodology (AIM).
- Defined current and future processes for General Ledger, Accounts Payable and Accounts Receivable with interfaces to receivables and payables transactions from legacy systems.
- Instituted a change management initiative and project review for a large Swiss bank. Ensured that project was back on track.
- Implemented a global template in the debit area for a multinational manufacturing company. Directed implementation of clients' strategy for General Ledger, Accounts Payable and Accounts Receivable for Central and Eastern Europe, managing 6 different sites.
- Trained clients' staff and key users during various implementations.
- Coached four junior consultants in the areas of finance, purchasing and logistics.

UNISYS EUROPE AFRICA DIVISION, Switzerland, NL and UK**1994-1995****Project Analyst**

- Analysed and redesigned core finance and administrative functions in the Europe-Africa Division of Unisys.
- Created a cross-border Shared Services Center (SSC) in Amsterdam, The Netherlands.
- Developed business cases to prove \$20M annual savings when project completed in 1997.
- Planned projects and scheduled ten sub-projects with 200 people assigned to a total of 1'500 tasks.
- Performed site-selection analysis throughout Europe.
- Developed an Activity Based Costing (ABC) model, best practices and benchmarking with a leading management consulting company.
- Implemented the new VAT for the Swiss subsidiary.

AT&T CORP (and former subsidiary NCR Corp), Switzerland**1989-1992****Financial Analyst FP&A**

- Prepared and consolidated annual budgets and monthly forecasts for the Swiss subsidiary that generated \$450M revenue. Coordinated quarterly review meetings held with the headquarters' senior management.
- Implemented the reporting and consolidation software Micro Control for the country management.