**S. Harini**

**Objective:**

I am a result oriented and hardworking individual. I am looking for roles that will give me opportunities to learn, thrive and contribute to the organization.

**Academic Profile:**

|  |  |  |  |
| --- | --- | --- | --- |
| **DEGREE/STANDARD** | **BOARD/UNIV** | **YEAR OF**  **PASSING** | **PERCENTAGE** |
| B.Com(Gen.) | Madras University | 2008-2011 | 80.4% |
| HSC | CBSE | 2008 | 83% |
| SSLC | CBSE | 2006 | 78.5% |

**Professional Experience:**

Company : **Scope International Pvt. Ltd.**

Designation : Senior Analyst

Department : Anti Money Laundering – FCSU (Financial Crime Surveillance Unit)

Experience : 3 Years (Dec 2014 - Dec 2017)

Company : **Hewlett-Packard**

Designation : Senior Finance Associate  
Department : F&A Accounts Payable

Experience : 3 Years & 5 Months (June 2011 - Nov 2014)

**Responsibilities:**

**Work Responsibilities: (Scope International Pvt. Ltd.)**

* Processing of daily, weekly and monthly alerts in Transaction Surveillance Unit
* Doing weekly Customer Surveillance Unit- World Check Process
* Processing of monthly and critical alerts received, based on credit cards
* Doing month end reports such as preparing RAG, MIS and KPI.

**Work Responsibilities: (Hewlett-Packard)**

* Registration and posting of invoices.
* Vendor Aging analysis
* Preparing the Monthly Reports
* Month End Activities:
  + - Journal Reclass.
    - Accrual Journal.
* Doing payments runs for all the Express Entities such as Belgium, Netherlands, UK.
* Doing Vendor Reconciliations

**Organizational Responsibilities:**

* Managing team in the absence of Manager.
* Handling more than one country process.
* Co-ordination with supervisors to improve process & deliver higher quality services.
* Preparing PPT

**Achievements:**

* Awarded STAR PERFORMER for excelling in my process.
* Have posted many new ideas (KAIZENS) for the improvement of process and have been awarded as KAIZEN BRAVO Certification.

**Technical Skills and Field of Interest:**

* Concepts in MS Office
* TALLY 9, MS Excel, MS PPT
* Worked in SAP, Oracle and JAVA.
* Worked in Palantir Application

**Fields of interest:**

* Good classical dancer and leant Bharathanatyam in KALAKSHETRA for 11years.
* Interested in playing throw ball and have participated in District Level Tournament

**Languages Known:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Languages known** | **To read** | **To write** | **To speak** |
| English | Yes | Yes | Yes |
| Tamil | Yes | Yes | Yes |
| Hindi | Yes | Yes | No |

**Attributes:**

* Self-motivated, well organized.
* Logical thinking.
* Faces challenging tasks.
* Good communication skills and a good team player.
* Quick at understanding and grasping new concepts.
* Easy adaptability to new environment.

**Declaration:**

I hereby declare that the details furnished above are true to the best of my knowledge.

S. Harini

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