

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	PERCENTAG E
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 learnt Bharathanatyam in KALAKSHETRA for 11 years.
- 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.

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