



HIMA GOPINATH

Contact Details:

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Personal Profile:

Date of Birth : 28/11/1987

Sex : Female

Father's Name : Gopinath

Nationality : Indian

Linguistics : English,
Hindi
Malayalam

Passport No : M7052679

Technical Proficiency:-

- MS Office Tools - Excel, Word, Power Point, Power BI
- SAP
- Oracle
- Mercury
- Canvas
- Concur

Areas of Specialization:-

- Accounts Payable
- Reporting and Internal auditing
- Management Reporting
- Accounts Receivable
- SABRE - Airline Ticketing Basic Knowledge
- SAP - AR /Cash Application/Intercompany
- T&E processing

Professional Synopsis

An energetic, dedicated finance professional with 9 years of work experience in accounts and finance field. Possessing excellent communication, leadership and organizational skills; flexible, creative and a team leader offering a unique combination of creativity and analytical skill, experienced in delivering hi-quality service to the clients with high standards of hospitality, excellent relationship management & interpersonal skills. Excellent analytical and presentation skills with expertise in MS Office-Word, PowerPoint, Excel.

Professional Experience IV

From May 2021 till May 2023

Organization : Conduent Pvt. Ltd (Project :- Lycra)
Designation : Group Lead (Accounting Analyst I)

Roles & Responsibilities

- Part of The Lycra team. In charge of handling Accounts receivable activity (cash application for Hong Kong and Korea)
- In charge of critical intercompany activities for Lycra company globally.
- SAP knowledge of cash application codes
- In charge of reducing out of balance in intercompany customer and vendor accounts and major reduction in the same within few months.
- Handling Payroll activities in Europe Region and in charge of AR activities for Asia and Europe region
- An exception activity in Korea, E tax invoice issuance and Cat I pro process, as a part of AR, is being handled.
- Achieved Yellow Belt for Intercompany Project.

Professional Experience III

From August 2019 till November 2020

Organization : Ernst & Young (EY) - GDS AMS
Designation : Senior Associate

Roles & Responsibilities

- In charge of handling US Central team from the beginning.
- Acting as SPOC for the counterparts and allocation of work to the team.
- Handling 3 staffs, as a mentor and reporting person to them.
- Preparing Partner Dashboards (ppt) and Power BI.
- Working on Mercury and Canvas tools.
- Part of client calls for project transition and new task transitions. Also, management contact person for US Legacy Central team.
- Preparing Budget to Actuals report, General reclass reports, Hour dashboards etc. as per client requirement as well review of the same.
- Handled 6 clients reports and in person contact with onshore.

- Mercury tool
- Canvas tool

Professional Experience II

From October 2015 to May 2019.

Organization : Sutherland Global Services (Etihad Airways)
Designation : Lead FAO

Roles & Responsibilities

- Initially was in charge of 7 stations viz. Bangladesh, Indonesia, Malaysia, Maldives, South Korea, Qatar and Jordan. Also back up for the stations of Thailand, Nepal Turkey and Bahrain.
- Accounts receivable in Etihad Air ways.
- Clearing receipts for cash, credit card, AMEX, BSP invoices in designated SLA and informing stations (The process is now working in Oracle but it migrated to SAP since August 2016)
- Contacting stations for details of transactions in Bank Statement
- Preparation of Monthly and daily Reports and handling operations call with clients.
- Joined Sutherland as Senior Associate and now promoted as Senior Analyst (Lead) since September 2017 (i.e. within two years of joining).
- Managed team in the role of Team Lead in the absence of Team Manager for 5 months.
- A critical process for one outstation was handled by self and with the help of MIS team created a Macro to simplify the process. The backlogs in the same for past 6 month was cleared in 4 months after handed over. The same was handed over successfully to the team mate with complete process training and SOP.
- Currently in charge of 17 stations collection process and clearing the ageing.
- Handling APAC regions (including client calls for queries of the same)

Professional Experience I

From January 2013 to till January 2015.

Organization : Xerox LTD, Info park- Kakkanad
Designation : Associate.

Roles & Responsibilities

- Dealing with invoice processing Accounts Payable,
- Preparation of Monthly and daily Reports.
- Internal Auditing of processed invoice (sampling).
- Handling operations call with clients and contacting vendors through emails and calls.

Educational Qualification

M G University - M.Com (2010-2012)