**B. Gopinath**

|  |
| --- |
| A Job at a globalized company is my ultimate carrier goal, and I believe working at such cutting-edge firm will inspire me to enhance my skills and collaborate within a positive atmosphere. |

|  |
| --- |
| : +91 9962998322  : +91 8637474218  Open envelope : baskargopinath12@gmail.com |

**Professional Synopsis:**

* Disciplined, Immediate -functional and self-motivated with consistent service delivery experience for over 6 years in Captive, Outsourcing and Manufacturing work environment.
* Hands on work experience and proficient in SAP, ORACLE and organizational specific ERP’s.
* MIS report preparations, Audit compliance, Clients and customer handling exposure.
* Financial accounting and auditing controls.
* Accounts payable and receivable specialist.
* System proficiency – SAP, ORACLE, Tally and all Microsoft office tools.

**Carrier Highlights:**

* QA was achieved and awarded for newly implemented automatic PO process, for the first region to accomplish with across the Maersk GSC.
* Awarded for implementing age wise payment processing while in CMA with which Italy region was moved to add on regions list, which reduced process TAT.
* Automation on GST Portal and Invoice processing served as an improvement tool by reduced  
  count of FT in Qute, my current organization.
* Knowledge on End-to-End accounts process, TDS followed by GST filing process, I myself feel as an added feather for my carrier endeavors.

**Work Experience:**

|  |  |  |
| --- | --- | --- |
| **Period** | **Employer** | **Role** |
| 2013 - 2015 | Maersk Global Service centers. | ***Associate***  F&A Operations |
| 2015-2018 | CMA-CGM Shared service centers India Pvt. ltd. | **Executive**  F&A Payment processor |
| 2018 - current | Qute Extrusions Pvt.Ltd. | **Managerial Accountant** |

**Maersk Global Service Centers.**

2013 – 2015

Associate – F&A Operations

* End to End F&A process for shipping terminal operators.
* Handled – Europe, APAC locations.
* PO creations in SAP, GRIR creation, Invoice resolution, Invoice processing, Dispute handling
* Workflow management, clearing workflows based on ageing
* Analyze high importance vendors and processing invoices and workflows according to invoice ageing and invoice value
* Processing auto PO and manual PO’s
* Email interactions with internal and external clients
* Target and performance driven work environment.
* T&E (Travel expenses) – hands on experience on processing travel expenses.
* SOP Management – process invoices and workflows as per SOP’s available and keep it updated monthly.
* Conducted daily huddle and trained new resources.
* Extended weekend support during contingency.

Achievements:

* Top Performer for 2 Quarters in 2014 & 2015
* Received Internal and external client’s appreciations
* Champ of the month awards
* Extra Mile Award for QA

**CMA-CGM Shared Services India Pvt ltd.**

2015 – 2018

Executive – F&A Payment processor

* Hands on experience in ORACLE platform with all other related tools and techniques.
* Daily Activities: Urgent payments, AP – AR offset, Unreconciled payments, Manual fund transfers & SOA to vendors & Agencies.
* Weekly activities: Payment Forecast, Payment proposal & Batch payments.
* Monthly activities: General accounting entries for month end closure related to intercompany transactions.
* Prepared **SOP**’s for previously mentioned activities and trained new resources as well.
* **Transition of Italy Activities** Initiated and successfully transferred Italy Urgent payments, SOA, Payment Proposal to SSCI (Chennai) via WEBEX from onshore client.
* **Transition of UK & Ireland Activities** to Pune SSC from Chennai SSC and trained Pune SSC staff of the complete process and supported in successful implementation of transition.
* **Implemented** ageing wise payment process for agencies by analyzing the same with available funds instead of proposal system. Thus reduced the overall turnaround time involved in payment to agencies.
* Developed Macro for internal usage to reduce the processing time and maintained quality achievements.

Achievements:

* Received “Propeller of the Month” award for implementing age wise payment to agencies.
* Quality Award winner for accuracy in batch payment processing.
* Received internal appreciation for SOA reconciliations on time basis.

**QUTE Extrusions Pvt ltd.**

March 2018 – Current

Accounts Lead – Managerial accountant

* Hands on Experience in TALLY platform.
* Daily activities: Scrutinizing of entire accounting entries. Vendor/Customer scanning.

Following up with the operations on PO’s /SO’s creation.

Reviewing AP/AR invoice posting.

Requesting Customer/Vendor statement comparing with our ledger books.

Reconciliation with SOA and ledger books.

Proposing payment for overdue invoices on adhoc request.

* Weekly activities: Appropriating the accounts and submission of BRS, AP and AR Ageing list to top CEO and Directors.  
   Approving urgent and advance batches and posting them for payment.

Sharing Remittance and POP to vendors.

Credit/Debit item clearance.

Posting AR ageing report to Marketing team for collection on receivables.

* Monthly activities: Submission on accounting data to Auditors.

TDS filing and payment processing for Contractual Employees, Freight Forwarders.

Salary file generation and submission of the same to bankers for posting.

Preparation on file formats for GST filing and posting them into GST portal on stipulated times.

Achievements:

* Automated entire invoicing through excel macros.
* GST filing process made simple in GST portal via tool automation.
* Awarded with Pinnacle of the process simplification.

**Academics:**

* Bachelor of Commerce, Bank Management – Ramakrishna Mission Vivekananda College, 2009-2012
* HSC – Jai Gopal Garodia matriculation – 2008- 2009

**Personal Details:**

Name : B. Gopinath

Date of Birth : December 12th, 1991.

Marital Status : Single.

Address : No -61, KVR Nagar, Vinayagapuram, Kolathur, Chennai 600099.

Languages : Fluency to read and write in English & Tamil.

## DECLARATION:

I hereby declare that the above given information are true and to the best of my knowledge.

Date:

Place: Chennai B.Gopinath.