

GOPIKA GOPINATH

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Dynamic and results-oriented professional with over 3.5 years of experience in administrative and business development support, project coordination, and team facilitation, including 2 years in the oil and gas sector. Proficient in Data Science, Machine Learning and Big Data Analytics, with expertise in Python, Power BI, Hadoop and SQL. Proven track record of driving insights, innovation and operational efficiency. Certified in Big Data Analytics and Data Science, and skilled in advanced Excel. Committed to leveraging analytical skills to support data-driven decision-making and contribute to dynamic teams.

EXPERIENCE

Administrative Officer

Feb 2021 - Feb 2023

Al Shoumoukh International Services LLC, Abu Dhabi, U.A.E

- **Executive Support:** Provided high-level administrative support to the COO, including calendar management.
- **Project Coordination:** Coordinated project timelines and milestones, ensuring all project documentation was up-to-date and readily accessible.
- **Data Management:** Managed and maintained accurate records in the company's ERP system, ensuring data integrity and manpower compliance with industry standards.
- **Recruitment Assistance:** Assisted the HR department with end-to-end recruitment processes, including job postings, candidate screening, and interview scheduling.
- **Reporting and Data Management:** Compiled and analyzed monthly attendance reports, providing insights to management. Prepared and maintained a comprehensive list of Requests for Quotation (RFQ) and orders received from clients.
- **Financial Documentation:** Prepared financial documents, such as invoices, purchase orders, and sales quotations, ensuring accurate and timely processing.
- **Compliance Monitoring:** Ensured all documentation adhered to IMS certification guidelines, supporting the IT team in maintaining digital records.
- **Meeting Preparation:** Organized executive meetings, including agenda preparation, logistical arrangements, and detailed minute-taking.
- **Communication Facilitation:** Facilitated effective communication between departments, promoting collaboration and information sharing to enhance operational efficiency.

Administrative Officer

June 2018 - January 2020

Fabs Management Consultancy, Abu Dhabi, U.A.E

- **VAT Compliance:** Assisted in the accurate and timely filing of VAT returns, ensuring adherence to tax regulations.
- **Invoice Management:** Prepared and processed invoices using SAP B1, ensuring accuracy and efficiency in financial transactions.
- **Interdepartmental Communication:** Facilitated effective communication between departments, ensuring seamless information flow and promoting collaboration among team members.
- **Business Development Support:** Assisted the Business Development team with activities such as market research and preparation of business proposals. Contributed to identifying potential business opportunities and enhancing client relationships.
- **Filing System Management:** Developed and maintained an efficient filing system, ensuring quick and easy retrieval of critical documents and information.

- Financial Documentation: Supported the finance team by managing financial records and ensuring compliance with accounting standards.
- Administrative Support: Provided comprehensive administrative support to senior management, including scheduling meetings and handling correspondence.
- Data Entry: Conducted accurate data entry and maintained up-to-date records in company databases.

INTERNSHIP

Data Analyst Intern

March 2024 - April 2024

Meriskill E-Learning Providers, Delhi, India (Remote)

- Dashboard Creation: Leveraged Power BI to create a comprehensive sales analysis dashboard, providing key insights into sales performance and trends.
- Predictive Modeling: Developed and implemented predictive models using machine learning algorithms to forecast future trends and outcomes.

Projects:

- Sales Analysis Dashboard Development using Power BI: Created an interactive dashboard to analyze sales data and identify key performance indicators.
- HR Data Analytics and Attrition Prediction using Python: Developed predictive models to forecast employee attrition, providing valuable insights for HR strategy.

Big Data Analytics & Data Science Intern

March 2023 - Dec 2023

Luminar Technolab, Kochi, Kerala, India (Remote),

- Data Analysis: Leveraged Python, Power BI, Hadoop, Apache Spark, SQL, Pig, and other cutting-edge tools to analyze vast datasets, extract meaningful insights, and develop predictive models.
- Machine Learning Projects: Actively participated in machine learning projects, including model selection, feature engineering, and data visualization to enhance predictive accuracy.

Projects:

- Bank Customer Churn Prediction: Developed models to predict customer churn using Python.
- Sales Dashboard Creation: Built an interactive sales analysis dashboard with Power BI.
- Handwritten Digit Recognition: Implemented CNN for digit recognition.

EDUCATION

- Master of Science in Statistics (85%)
Mahatma Gandhi University, Kerala, Maharaja's College, Ernakulam, Kerala, 2015 - 2017
- Bachelor of Science in Triple Main (Computer Applications, Mathematics, and Statistics) (90%), Mahatma Gandhi University, Kerala, Sacred Heart College, Thevara, Ernakulam, Kerala, 2012 – 2015

CERTIFICATIONS

- NACTET (National Council for Technology & Training, Govt. of India) Certification for Big Data Analytics and Data Science

SOFTWARE PROFICIENCY

- Programming Languages: Python, SQL, C, C++
- Data Analytics & Visualization: Power BI, Microsoft Excel, Apache Spark, Hadoop, Microsoft PowerPoint
- Software Tools: Tally 9.0, Nebras, SAS 9.4, SAP B1

SKILLS

Data Analysis, Machine Learning, Predictive Modeling, Feature Engineering, Data Visualization, Statistical Analysis, HR Support, Project Coordination, Communication Facilitation, Attention to Detail.

PERSONAL DETAILS

- Nationality: Indian
- Date of Birth: 09-09-1994
- Marital Status: Married
- Visa: Resident Visa
- Languages Known: English, Malayalam