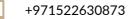


# Amani TT

# CHARTERED ACCOUNTANT(SEMI-QUALIFIED)



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<u>amanimkb@gmail.com</u>
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in www.linkedin.com/in/amani-t-t-a19826212

A CA Inter qualified seeking challenging position in Auditing and Accounting to augment my professional knowledge and proficiency of this field for Organizational and Career growth. I am looking forward for an opportunity in roles where I can learn new skills, expand my knowledge and contribute to the professional growth of the organization.

#### WORK EXPERIENCE [JUNE 2021 - FEB 2022] ACCOUNTANT

## InBusiness Management Consultancy, Dubai

InBusiness Management Consultancy is a management consultancy firm which has branches in India and Dubai. During my employment at InBusiness Management Consultancy, I was well placed to observe and learn what it takes to build up a firm. I enhanced my financial skills by performing the following:

- Managed the monthly close process ensuring efficient and timely accounting.
- Perform monthly reconciliations and financial statement reviews ensuring deep understanding of companies from a business and financial perspective.
- Prepare companies for audit and act as liaison for external audit and tax filings.
- Identify opportunities to enhance/streamline business processes.
- Assist with ad hoc accounting and financial projects as requested.
- Prepare accurately and in a timely manner the financial reports and share with program personal, analysis of the prevailing situation, and responsible for Accounts payable and Payroll.

#### [JUNE 2016 - MAY 2019] ARTICLESHIP

### NKR & Associates

NKR & Associates is a Chartered Accountant Firm in India having more than 5years of experience with a reputable client list.

- Auditing and preparation of year-end financial statements.
- Income tax filing for companies, partnerships as well as individuals.
- Preparing profit and loss statements and cost accounting reports.
- Interacting with internal auditors in completing external audits.
- Compiling and analyzing financial information to prepare general ledger accounts and document monetary transactions.
- Creating and reviewing budget revenue expenses, payroll entries, and other accounting documents.
- Maintain financial records and monitoring systems to record and reconcile payments statements, and other data for day-to-day transactions and reports

EDUCATION	[ONGOING]	THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA CA Final (Pursuing)
	[2020 -2022]	ANNAMALAI UNIVERSITY, ANNAMALAI NAGAR MBA - Financial Management
	[2016 -2018]	BHARATHIAR UNIVERSITY, COIMBATORE Bachelor of Commerce - Finance
SKILLS	<ul> <li>Financial R</li> <li>General Ac</li> <li>Annual Reg</li> <li>Auditing</li> <li>Accounts F</li> <li>Accounts F</li> </ul>	<ul> <li>Team Work</li> <li>Client Relationship Management</li> <li>Time Management</li> <li>Cash flow and Fund flow Analysis</li> </ul>
COMPUTER SKILL	<ul> <li>MS Office</li> <li>MS Excel</li> <li>MS Word</li> <li>Tally</li> <li>Zohobooks</li> </ul>	5
LANGUAGES	<ul> <li>English (reading, writing, speaking)</li> <li>Malayalam (reading, writing, speaking)</li> <li>Arabic (reading, writing)</li> <li>Hindi (reading, writing)</li> </ul>	
PERSONAL DETAILS	<ul> <li>Date of bir</li> <li>Marital stationality</li> <li>Nationality</li> <li>Visa status</li> <li>Visa expiry</li> <li>Passport N</li> </ul>	tus - Single - Indian - Visiting Visa - 12/01/2023