



Amani TT

CHARTERED ACCOUNTANT(SEMI-QUALIFIED)



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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
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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
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SKILLS

- Financial Reporting
 - General Accounts
 - Annual Reports
 - Auditing
 - Accounts Payables
 - Accounts Recievables
 - Tax Consultancy
 - Team Work
 - Client Relationship Management
 - Time Management
 - Cash flow and Fund flow Analysis
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COMPUTER SKILL

- MS Office
 - MS Excel
 - MS Word
 - Tally
 - Zohobooks
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LANGUAGES

- English (reading, writing, speaking)
 - Malayalam (reading, writing, speaking)
 - Arabic (reading, writing)
 - Hindi (reading, writing)
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PERSONAL DETAILS

- Date of birth - 24/03/1996
- Marital status - Single
- Nationality - Indian
- Visa status - Visiting Visa
- Visa expiry - 12/01/2023
- Passport No. - V2220989