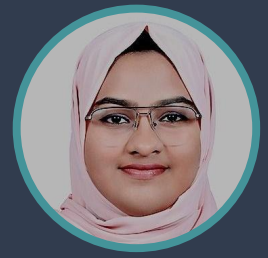


AMINA ISMAIL PILLAI

Bachelor Of Commerce

An inspiring Accountant & Audit Assistant with Bachelor's Degree in B.Com enriched with high caliber and intelligence to perform and thrive in the world of innovative hospitality which is showcased during my trainings and projects. To associate with an organization, that gives me an opportunity to update my skills and knowledge according to latest trends.



✉ aminaismail509@gmail.com

☎ 0562604226

📍 Abu Dhabi

📅 15 January, 2001

EDUCATION

BACHELOR OF COMMERCE

FATHIMA MATHA NATIONAL COLLEGE
KOLLAM KERALA

07/2019 - 03/2022

Kollam, INDIA

HIGHER SECONDARY EDUCATION

VVHSS POREDOM, KOLLAM, KERALA

06/2016 - 03/2018

Kollam, India

INTERNSHIPS

Accounts and Audit Associate

K.MAQBOOL SHAH & CO, Kollam, India

11/2022 - 12/2023

Kollam, Kerala

The firm of chartered accountants situated at, Kollam, Kerala, India.

Achievements/Tasks

- Preparing financial statements such as balance sheets, income statements, and cash flow statements on a periodic basis (monthly, quarterly, annually). Assisting in the preparation of budgets and forecasts to help management make informed decisions about the company's future financial position.
- Ensuring compliance with tax regulations by preparing and filing tax returns (income tax, sales tax, etc.) accurately and timely.
- Analyzing financial data and providing insights to management for strategic decision-making. Performing bank reconciliations, accounts receivable/payable reconciliations, and other account reconciliations to ensure accuracy and completeness of financial records.
- Assisting senior auditors in planning audit engagements, including understanding the client's business processes and risks.
- Documenting audit findings and workpapers in accordance with auditing standards for review by senior auditors.
- Assisting in the preparation of audit reports and recommendations for improvement based on audit findings.

Contact: C.A K.Maqbool Shah FCA, DISA(ICAI) - +919447072507

SKILLS

MS OFFICE

MS EXCEL

WORD

TALLY

FINANCIAL REPORTING

BUDGETING

PROBLEM SOLVING

REGULATORY FILINGS

TIME MANAGEMENT

ANALYTICAL THINKING

TEAM PLAYER

COMMUNICATION

ADAPTABILITY

LEADERSHIP SKILLS

PERSONAL PROJECTS

A Study on Customer Satisfaction of Angel Broking Pvt Ltd during COVID 19 Pandemic. (03/2022 - 05/2022)

- Acquired 'A' grade for the project.
- Participated in the project as Project Head and Group Leader.
- To analyze the factors affecting customer satisfaction during Covid-19.
- To study the problem faced by the customers during Pandemic.

CERTIFICATES

Diploma in International Banking (12/2022 - Present)

Pursuing from ASAP Kerala in Partnership with Indian Institute of Banking and Finance.

Master Camp in Applied Finance with KPMG

THE MASTER S UNION Gurgaon

LANGUAGES

English

Full Professional Proficiency

Malayalam

Full Professional Proficiency

Hindi

Full Professional Proficiency

Arabic

Limited Working Proficiency

INTERESTS

Enjoy reading non- Fiction and Self Development Books

interested in local community development

Enjoy music and Board Games