**Al Amin**

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**Personal Profile:**

* A self-motivated individual with a clear and organised approach to problem-solving, always focused on identifying and seizing opportunities to drive organisational success through strong communication skills.
* Dependable, hardworking, and highly adaptable, with a quick ability to understand and meet expectations in new environments.
* I embrace responsibilities and challenges, viewing them as valuable opportunities for personal and professional growth.
* With a deep passion for managing people and working in accounting, I believe I possess the skills and attributes needed to excel in this field.
* Currently seeking to advance my career in the data sector as a Data Analyst, eager to apply my skills and grow within this dynamic industry.

**Skills**:

* **Data Analysis and Visualisation:** Proficient in analysing and visualising data using advanced tools such as Excel, Tableau, Power BI, and Python. Experienced in working with databases using MySQL and Azure, enabling efficient data storage, querying, and analysis to support decision-making processes.
* **Communication Skills**: Strong verbal and written communication abilities, capable of conveying complex information clearly and effectively to both technical and non-technical stakeholders.
* **Accounting, Auditing, and Business Analysis**: Skilled in business analysis, identifying opportunities for process improvements and implementing strategic solutions to enhance efficiency, reduce costs, and drive profitability.
* **Payroll, VAT Returns, and Tax Returns**: Experienced in payroll management, ensuring consistency and accuracy of financial records, and preparing VAT and tax returns in compliance with financial regulations.

**Experience:**

**Assistant Accountant- Tavistock Consultancy UK LTD (November 2024- Present)**

* Building and maintaining strong client relationships, processing invoices, expenses, and payments, ensuring accuracy and compliance with company policies.
* Entering financial data into accounting software such as QuickBooks or Xero, reconciling bank statements with company records, and identifying and addressing discrepancies.
* Preparing monthly, quarterly, and annual financial statements, including balance sheets and profit and loss reports, as well as supporting VAT and tax returns.

**Manager- Tesco (April 2012- October 2024)**

* Lead and enhance our managers' expertise to drive exceptional results, while identifying and addressing root causes with sustainable solutions and ongoing reviews.
* Recruit and train top talent for the store, ensuring they possess the skills needed to excel in their roles by developing their operational and leadership capabilities.
* Uphold high customer service standards and implemented innovative strategies that boosted sales and improved operational efficiency.
* Established a system that reduced stock loss by 30%, resulting in increased profitability over the past three years, and consistently earned Outstanding performance ratings in year-end reviews.

**Account Assistant- NC Associates (July 2010- April 2012)**

* Process monthly payroll data in Sage, maintain relevant payroll spreadsheets, and address and resolve any payroll-related queries or issues.
* Compile income and expenditure information for a sole trader's tax return, including property rental income, using Excel.
* Prepare VAT returns for a sole trader, ensuring accurate integration of VAT data into their tax returns.
* Consistently ensured all financial transactions and records adhered to internal controls, resulting in zero compliance issues during audits and safeguarding the company from financial discrepancies.

**Education:**

**Currently Studying ACCA Strategic Professional Level**

**ACCA (January 2025-Present)** Strategic Business Reporting, Strategic Business Leader.

**Level 3 Data Technician**

**JustIT (January 2025-March2025)** Microsoft Excel, Tableau, Power BI, MySQL, Azure and Python

**ACCA Applied Skills Level**

**Kaplan Financial (January 2007 - June 2012)**

Corporate and Business Law, Performance Management, Taxation,

Financial Reporting, Audit and Assurance, Financial Management.

**BSc (Honours) in Mathematics**

**University of Dhaka (July 1999 - July 2005)**

Mathematics, Physics, Statistics, Computer Science

**Hobbies and Interests:**

I enjoy watching international football and cricket matches, as well as the Premier League. I also love spending time with my family and taking them on holidays when I can.