AMINA HAMDANI

Brooklyn, NY 11234

rubbab.hamdani@gmail.com

https://aminahamdani.github.io/amina-portfolio/

PROFESSIONAL SUMMARY

Multilingual accounting professional and AI specialist with a background in financial operations, reconciliations, and internal controls. Currently pursuing an MS in Accounting at CUNY Brooklyn College (CPA candidate 2026-2027). Expert in leveraging AI-enhanced workflow automation to bridge the gap between traditional GAAP mastery and modern technological efficiency. Dedicated to automating routine accounting tasks to ensure precision, transparency, and audit-readiness.

CORE COMPETENCIES

- **Accounting & Finance:** Financial Reporting & Analysis, Variance & Trend Analysis, Ledger Reconciliations (AP/AR), and Internal Controls.
- **AI & Automation Expert:** Design and implementation of AI Agents for accounting cycles, automated reporting accuracy, and structured documentation.
- **Technical Stack:** Advanced Excel (Modeling & Macros), SQL, Python-based automation, and AI-assisted Web Development.
- **Strategic Audit Support:** Audit Preparation, Documentation Compliance, and Risk Identification.

TECHNICAL AI PROJECTS

Month-End Automator: AI-Driven Financial Close Solution

- Engineered an automated workflow using AI Agents to streamline the month-end closing process, significantly reducing manual data entry and reconciliation time.

- Developed automated flagging for GL variances and trend anomalies to ensure audit-ready documentation and reporting accuracy.

- Integrated AI-assisted scripts with Advanced Excel to perform complex multi-bank and ledger reconciliations with high precision.

Rent Verify: SMS-Based Financial Verification Bot

- Architected a backend system using Python (Flask) and Twilio to convert informal rent payments into a verifiable digital ledger.

- Migrated local storage to a cloud-hosted PostgreSQL database on Render to ensure scalability and data reliability.

- *Purpose:* Empowering tenants to build credit history through automated, verifiable monthly expense tracking.

PROFESSIONAL EXPERIENCE

Accountant | Hamdani Brothers | Pakistan

- Managed full-cycle accounting operations, including AP, AR, payroll, and general ledger maintenance.
- Prepared comprehensive monthly and annual financial statements to drive internal decisionmaking and strategic planning.
- Strengthening internal controls by identifying process gaps and implementing corrective accuracy procedures.
- Performed variance and trend analysis to highlight cost-saving opportunities and operational risks.
- Optimized reporting efficiency by implementing structured data-entry and AI-informed validation processes.

Intern, Banking Operations | HBL Pakistan | Pakistan

- Supported daily branch operations, ensuring strict compliance with regulatory and audit requirements.
- Assisted with customer account management and transaction processing within a high-volume environment.
- Gained foundational exposure to financial controls, audit procedures, and regulatory banking standards.

EDUCATION

- **Master of Science (MS) in Accounting (In Progress)** | CUNY Brooklyn College, NY
- **Pursuit Native AI Fellowship (In Progress)** | Pursuit Organization, NY
- **Master of Business Administration (MBA) in Finance** | University of Sargodha, Pakistan

CERTIFICATIONS & LANGUAGES

- **Certifications:** Fundamentals of Financial Accounting, Data Analysis for Decision Making, Everyday Excel.
- **Languages:** Native proficiency in Urdu and Punjabi; Professional working proficiency in English.