Amina Hamdani

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Summary of Qualifications

Experienced multilingual professional with a strong background in accounting, auditing, and financial operations. Currently pursuing an MS in Accounting at Brooklyn College, building on an MBA in Finance, actively enhancing technical expertise through Coursera courses in analytics, data visualization, and emerging financial tools, demonstrating a commitment to continuous learning and professional growth. Skilled in leveraging AI and digital platforms to streamline workflows, enhance accuracy, and accelerate decision-making. Recognized for adaptability, persistence, and critical thinking, with proven ability to apply new knowledge to practical solutions and contribute to organizational success.

Skills

Accounting & Finance

- Experienced in managing the full accounting cycle, including accounts payable, accounts receivable, and reconciliations

- Skilled in preparing and analyzing financial statements (monthly, quarterly, annual) to support decision-making

- Strong background in budgeting, forecasting, and identifying cost-control opportunities

- Ensured compliance with GAAP, company policies, and regulatory requirements

Analytical & Problem-Solving

- Conducted variance and trend analyses to identify areas for improvement and efficiency gains

- Applied critical thinking to resolve complex discrepancies and maintain financial accuracy

- Delivered insights through detailed financial and operational analyses to support strategic initiatives

Technical Proficiency

- Proficient in Microsoft Excel, Word, PowerPoint, and Office 365 for reporting, analysis, and presentations

- Implemented process improvements, including data entry systems that reduced errors and improved efficiency

- Verified and validated financial reports using performance analysis tools

Communication & Collaboration

- Recognized for clear communication and effective teamwork across diverse professional settings

- Experienced in mentoring and supporting colleagues to strengthen operational performance

- Adaptable in dynamic environments, consistently contributing to organizational success

AI & Digital Tools

- Skilled in leveraging AI agents to streamline workflows, automate routine tasks, and enhance accuracy in financial and analytical projects

- Experienced in applying AI-powered tools for data analysis, report generation, and decision support, reducing turnaround time and improving efficiency

- Proficient in using AI assistants for research, fact-checking, and structured content creation, ensuring clarity and precision in deliverables

- Applied AI-driven solutions to accelerate learning and professional development, integrating emerging technologies into accounting and business practices

- Capable of utilizing AI platforms to design and build functional websites, improving digital presence and accessibility

Work History

03/2010 – 09/2024	Accountant	Hamdani Brothers	Sargodha, Punjab, Pakistan
07/2009 – 10/2009	Internship	HBL Pakistan	Jauharabad, Punjab, Pakistan

Education

Brooklyn College, City University of New York – Brooklyn, NY *Master of Science (MS) in Accounting – Admitted, Ongoing*
University of Sargodha – Punjab, Pakistan *Master of Business Administration (MBA) in Finance*
Pursuit Organization, Long Island-Queens, NY *Pursuit Native AI Course – Admitted, Ongoing*

Certifications & Online Courses

Certified Front Desk Representative – AHLA
Certified Guest Service Professional – AHLA
Customer Service Representative Certification
Coursera: Fundamentals of Financial Accounting
Coursera: Data Analysis for Decision Making
Coursera: Everyday Excel