

# AMAN DOLANI

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## Profile

Motivated and detail-oriented Commerce undergraduate with a passion for finance, accounting, and office automation. Currently working as a Tally ERP and MS Office instructor, aiming to build a professional career in finance or administration. Adept at using Tally ERP, Excel (including advanced tools), Word, and PowerPoint. Committed to continuous learning and growth in a collaborative environment.

## Professional Experience

### Trainer (Tally & Office Software)

CMC – Computer Management Concern, Kolkata

Nov 2024 – Present

- Conduct training sessions for Tally ERP, MS Excel, Word, and PowerPoint.
- Provided hands-on guidance on full accounting cycles using Tally.
- Trained over 50+ students in practical data entry, invoice creation, and reporting in Tally ERP.
- Assisted in developing structured course content for efficient learning.

## Education

### Bachelor of Commerce

Prafulla Chandra College, Calcutta University

### Higher Secondary (Commerce Stream)

Narayana Institute, Kolkata

Completed: 2023 | Grade: 85.25%

## TECHNICAL SKILLS

- Tally Prime (including Tax Filling & reports)
- MS Excel (including Advanced Excel tools)
- MS Word
- MS PowerPoint
- Accounting Principles
- Data Entry & Management
- Report Creation

## ADDITIONAL INFORMATION

- Languages: English, Hindi and Bengali
- Date of Birth: 17th August 2006

