

# AMAN DOLANI

95/A Tollygunge Circular Road, New Alipore, Kolkata - 700053  
+917439557313|Amankumardolani@gmail.com

## 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 Filing & 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

