# Rohit Menon

Accounts / Finance Executive

Kochi, Kerala | +91 98XXX XXXXX | rohit.menon@email.com | linkedin.com/in/rohitmenon

## SUMMARY

B.Com graduate (2026) with two accounting internships and hands-on Tally and Excel work. Handled live vendor ledgers for a 40-crore-turnover firm during a 3-month internship. Looking for an accounts executive role in a growing company.

## EXPERIENCE

**Accounts Intern - Varma & Associates (Chartered Accountants)** Jan 2026 - Mar 2026
Kochi

- Reconciled vendor ledgers for 18 client accounts; flagged 11 mismatches totalling about Rs 2.4 lakh for partner review.
- Prepared GSTR-1 and GSTR-3B working sheets for 6 clients under supervision.
- Rebuilt a recurring reconciliation sheet in Excel using XLOOKUP and conditional formatting, cutting the monthly close prep from roughly 3 hours to 40 minutes.

**Finance Intern - Trivandrum Traders Pvt Ltd** Jun 2025 - Jul 2025
Remote

- Entered and verified about 600 purchase invoices in Tally Prime with a zero-error audit result on the sample check.
- Built a simple ageing report for receivables that the owner still uses weekly.

## SKILLS

**Accounting** Tally Prime, journal entries, bank reconciliation, GST working

**Excel** XLOOKUP, pivot tables, conditional formatting, basic macros

**Other** Zoho Books (basic), English and Malayalam (fluent), Hindi (working)

## EDUCATION

**B.Com (Finance & Taxation)** - Mahatma Gandhi University, 2026 | 72%

**Class XII (Commerce)** - Kerala State Board, 2023 | 84%

SPECIMEN — ResumeHub. A fictional composite written to show this template finished. Copy the structure and the shape of the sentences, never the facts. The editable .docx sits beside this file.