

# Lakshmi Menon, CA, CPA (in progress)

## PROFESSIONAL EXPERIENCE

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**Remax Real Estate Franchise**, *Accounting and Tax Intern/ Assistant*, New York, United States  
Sept 2012- Dec 2013

- Got an opportunity to learn the prevailing tax and accounting system in United States
- Analyzed transactions typical to real estate firm with a focus on balance sheets and profit/loss positions
- Assisted in accounting through the use of Quickbooks
- Participated in system development for a small real estate enterprise

**Deloitte Haskins & Sells**, *Consultant-Audit and Enterprise Risk Services*, Ahmedabad, India  
March 2010- August 2011

- Analyzed financial statements with a focus on quarterly and annual fluctuation of balance sheets and profit/loss positions
- Participated and coordinated multiple audit engagements including Sarbanes-Oxley requirements based on risk assessment and client service plan
- Reviewed, documented and tested clients' internal control environments, identifying deficiencies and remediation plans, and developed value added recommendations
- Have analyzed the operational process of the companies having a financial bearing on the balance sheet including the audit of costing techniques applied by the company for its pricing
- Recognized by clients and senior management for organizational skills, ability to multitask, as well as positive attitude and effective communication
- Received outstanding reviews as well as a certificate from Deloitte AERS India Leader- Mr. Jim Brady as well as the reporting partner
- Preparing business proposals and feasibility reports for new and existing AERS practice and thereby contributing to firm's growth
- Preparation of time plan for assignments and allocation of resources on various projects
- Attended many national level conferences for AERS practice
- Key clients consisted of both multi-national S.E.C and private company audits, including Hitachi Home and Life Solutions India Ltd., Tata Motors Limited, Tata Communications Limited, leading fertilizer manufacturing company, regional news channel in India, leading road construction equipment manufacturing company in India

**Sequel Logistics Private Limited**, *Assistant Manager -Accounts, Taxation and Finance*,  
Ahmedabad, India  
August 2009- March 2010

- Prepared financial statements with a focus on quarterly and annual fluctuation of balance sheets and profit/loss positions
- Participated and coordinated external audit engagements
- Supervision and authorization of accounting transactions
- Authorization of daily expenses
- Liaisoning with the banking authorities for sanction of loans and preparing various loan documents on behalf of the company

- Supervising the billing of invoices prepared by the subordinates
- Preparation and review of various lease and rent agreements

**P. Doshi and Associates, Intern –Audit and Taxation, Ahmedabad, India**  
February 2006- April 2009

- Assisted in various statutory audits over a period of three years which also included the audit of a leading jewelry brand in India
- Prepared tax returns of various proprietorships, partnerships, companies and individuals
- Finalizations accounts and presentation of balance sheet as well as relevant notes supporting the financial statement as per Indian GAAP
- Assisted in annual audit of a nationalized bank in India for all the three years of internships
- Handled audit of non-profit organizations and government schools as well

### Activities

- **On-Board Advisor:** Mentor to interns and new hires to help acclimate them into firm culture, as well as educate them in technical guidance, audit concepts, and Deloitte Best Practices
- **Recruiting:** Assisted in the recruiting process by meeting potential new hires at information sessions and passing on resumes
- **Community Service:** Participated in various community service events with Deloitte and also volunteered for a teaching campaign for slum students in India
- **Paper presentation:** Prepared and presented various internal control and independence issues in professional world during seminars and sessions in Deloitte

**WORK AUTHORIZATION :** Have a valid EAD- Employment Authorization Document to work for any employer in United States

### EDUCATION

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**The Institute of Chartered Accountants of India, Delhi, India**  
2003-2008

- Chartered Accountancy, November 2008  
Major: Accounting

**Cleared 3 of the 4 CPA Exams- BEC, REG and FAR under Kentucky State Board of Accountancy and appearing for last exam- AUDITING AND ATTESTATION**

**HL College of Commerce, Ahmedabad, India**  
2003-2006

- Bachelors of Commerce, June 2006  
Major: Accountancy

**SAP Implementation, Siemens- Bangalore**  
2009-2009

- Finance Module, June 2009

### OTHER EXPERIENCE/HONORS

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- Chartered Accountant – India
- Associate Member of Institute of Chartered Accountants of India (“ICAI”), License Number # 131789
- Prize for conduct and academics in college and school

- Outstanding award for work at a leading fertilizer company in India by Mr. Jim Brady, Deloitte India Functional Lead for AERS Practice

## **TECHNICAL SKILLS**

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- Proficient in Microsoft Excel, Microsoft Word, Microsoft PowerPoint, AuditSystem/2, ACL, Deloitte Global Audit Methodology, Oracle , Source Pro IMMS, Kitret (tax preparation software), SAP- end user of all modules
- Have working knowledge of accounting software for small business in US- QuickBooks