

**RAHUL MENON**

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Location: India

**SUMMARY**

Accountant with 3+ years of experience in financial reporting, accounts payable/receivable, GST & TDS filing, bank reconciliation, and inventory accounting. Skilled in monthly closing, variance reporting, vendor management, and working with ERP accounting systems.

**EXPERIENCE****Accountant – PrimeLedger Solutions (2021 – Present)**

- Managed AP/AR entries, invoice processing, and payment tracking.
- Performed bank reconciliations, vendor account reconciliation, and ledger updates.
- Assisted with monthly closing, P&L; preparation, and balance sheet review.
- Filed monthly GST returns and handled TDS payments and returns.
- Coordinated with auditors for verification and documentation.

**ACHIEVEMENTS**

- Reduced reconciliation time by 30% through improved documentation practices.
- Recognized for accurate monthly reporting and zero-error ledger maintenance.

**SKILLS**

Accounting Reports, GST/TDS, AP/AR, Reconciliation, Tally ERP, MS Excel, Vendor Management, Financial Documentation

**DECLARATION**

I confirm that the above information is correct.