

Aman Sample

B.Com (Accounting & Finance) | Fresher – Accounts Executive

Lucknow, Uttar Pradesh | aman.sample@example.com | +91 9XXXX XXXXX | linkedin.com/in/[your-profile]

CAREER OBJECTIVE

Commerce graduate (2026) with working knowledge of Tally Prime, GST basics and advanced Excel, looking for an Accounts Executive or Finance Trainee role where I can support accurate bookkeeping and month-end closing.

[Mention the exact role in the job post and the software it asks for.]

EDUCATION

B.Com (Accounting & Finance)	2023 – 2026
Sample College of Commerce, Lucknow 72%	
Class XII (Commerce), State Board	2023
Sample Inter College, Lucknow 84%	
Class X, State Board	2021
Sample Inter College, Lucknow 81%	

SKILLS

Accounting:	Journal entries, ledger posting, bank reconciliation, trial balance, accounts payable and receivable
Software:	Tally Prime, MS Excel (VLOOKUP, pivot tables, conditional formatting), MS Word
Taxation:	GST invoicing and return basics, TDS basics
Soft skills:	Attention to detail, written communication, teamwork
Languages:	English, Hindi

INTERNSHIP

Accounts Intern	Jun 2025 – Jul 2025
Sample & Co., Chartered Accountants, Lucknow	
- Recorded purchase, sales and payment vouchers in Tally Prime for 5 small-business clients. - Matched bank statements with ledgers and flagged mismatches for the senior accountant. - Checked GST invoices for correct GSTIN, HSN code and tax rate before monthly filing.	

[No internship? Write a 'Training' entry for a Tally or GST course with the practical work you did.]

ACADEMIC PROJECT

Working Capital Management of a Mid-size Retail Firm	2025 – 2026
- Analysed three years of published financial statements and calculated current, quick and inventory turnover ratios. - Presented recommendations on stock levels and credit terms to the department panel.	

CERTIFICATIONS

- Tally Prime with GST – [Institute name], 2025
- Excel for Business – online course, 2024

ACHIEVEMENTS AND ACTIVITIES

- Second place, college commerce quiz, 2025
- NSS volunteer – 120 hours of community service
- Class representative, B.Com second year

DECLARATION

I hereby declare that the information given above is true and correct to the best of my knowledge and belief.

Place: Lucknow

Date: [DD/MM/YYYY]

Signature: _____

(Aman Sample)