

Menal Khan

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PROFESSIONAL SUMMARY

Accounting and business student with hands-on experience in bookkeeping, accounts payable and receivable, and marketing operations. Skilled in financial recordkeeping, CRM management, and event coordination. Multilingual with a strong academic record and demonstrated leadership.

EDUCATION

St. John Fisher University

Bachelor of Science, Accounting. Dean's List; AACSB Accredited School of Business. GPA: 3.71.

Rochester, NY

Expected May 2028

Monroe Community College

Credits Earned: 30 (as of Sep 2025).

Rochester, NY

Relevant Coursework: Principles of Accounting, Business Communications, Marketing Fundamentals

EXPERIENCE

Marketing Intern and Bookkeeping Assistant

LBW

November 2022 – Present

Rochester, NY

- Process and reconcile invoices in the accounting system to maintain accurate financial records.
- Reconcile bank statements and verify checks to identify and prevent discrepancies.
- Manage accounts payable and receivable, including monitoring outstanding balances.
- Support month-end closing by organizing expense reports and verifying entries.
- Design and produce monthly marketing materials including flyers and catalogs.

Editorial Writing Intern

Lawly - Law School Admissions Support

August 2026 – Present

Remote

- Research and write informative articles on law school admissions and legal careers.
- Develop engaging, audience-focused editorial topics.
- Collaborate with the editorial and marketing teams on content initiatives.

Entrepreneurship Program Assistant

St. John Fisher University

September 2025 – Present

Rochester, NY

- Design marketing materials and event flyers to promote entrepreneurship initiatives.
- Plan and coordinate events, workshops, and networking sessions.

Marketing Intern

Cetech

June 2025 – August 2025

Rochester, NY

- Coordinated logistics, outreach, and branded materials for a large-scale golf marketing event.
- Conducted outreach to companies to secure participation, sponsorships, and partnerships.
- Updated and maintained the CRM database by organizing contacts and adding new business leads.

ACTIVITIES & LEADERSHIP

Henrietta Public Library

Teen Impact Member

October 2020 – Present

- Organize projects for library events and submit content acquisition recommendations.

Islamic Center of Rochester

Sunday School Teaching Assistant

January 2023 – Present

- Support lesson planning and classroom management for weekly religious education classes.

Learning Ally

Volunteer

June 2022 – Present

- Produce and edit audiobooks to improve accessibility for visually impaired students.

Elena's Light

ESL Tutor

May 2021 – December 2023

- Delivered English instruction to refugee and immigrant families; developed tailored lesson plans.

SKILLS

Technical: Microsoft Excel, Microsoft Word, Microsoft PowerPoint, Fission 360, ERP Technology, TerminalFour CMS, Social Media Management

Languages: English, Urdu, Punjabi, Hindi (Intermediate)

ACTIVITIES AND LEADERSHIP

- Accounting Club, Member -- St. John Fisher University (Sept 2025 - Present)
- Entrepreneurship Club, Club Assistant -- St. John Fisher University (Sept 2025 - Present)
- Muslim Student Association, Vice President; Diversity Club, Vice President -- Rush Henrietta Senior High School (Sept 2022 - June 2025)
- Business Honor Society, Member (2023 - June 2025)

- DECA, Competitor and Award Winner (2021 - 2025): Top 10 Runner-Up at Regionals (twice); Advanced to States (twice); Medalist for Top 10 in 2nd Roleplay