



ROHAN KAPOOR

Accountant

Skilled and experienced accountant with a proven track record of success in the financial services industry. Expertise in all aspects of accounting, including financial statement preparation, auditing, and taxation. Strong analytical and problem-solving skills.

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Delhi, India

Work Experience

Accountant

ABC Company – Bangalore

Jan 2022 – Dec 2023

Provided accurate financial analysis and reporting for informed decision-making. Managed full-cycle accounting processes, including accounts payable/receivable, general ledger entries, and bank reconciliations.

Junior Accountant

XYZ Company – Delhi

Jan 2020 – Dec 2021

Collaborated with colleagues to improve documentation and streamline month-end procedures, resulting in enhanced efficiency and accuracy.

Education

Masters in Accounting

University of Delhi – Delhi

Jan 2018 – Dec 2019

Bachelor in B.B.A.

Amity University – Noida

Jan 2014 – Dec 2017

Achievements

- Best Employee Award (2022):** Awarded by ABC Company for exceptional performance.
- Implemented New Accounting System (2021):** Led to a 30% increase in efficiency.

Skills

Technical Skills

- Accounting Principles
- Financial Statement Prep
- Auditing
- Tax Compliance
- Data Analysis
- Microsoft Excel
- SAP

Soft skills

- Analytical Thinking
- Problem-Solving
- Communication

Languages

- English: Advanced
- Hindi: Proficient
- Spanish: Intermediate

Hobbies

- Football
- Volunteer Projects
- Video Games

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William Webb

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Using WordPerfect in Your Job Search David Franklin Noble,1995 A new focused kind of computer book that shows readers how to use the power of WordPerfect to create quality resumes cover letters and other important job search documents Detailed step by step instructions make it easy to create different types of resumes such as combination resumes chronological resumes resumes from templates scannable resumes and hypertext

Design Portfolios

Mark W. Smith,2023-02-27 Unique perspective of a seasoned designer and veteran A E industry recruiter regarding what design industry recruiters actually look for in a Design Portfolio Design Portfolios A Recruiter s View provides a student friendly guide written from the perspective of a designer and design industry recruiter on what recruiters look for as they review a design portfolio It shows students how to create a professional quality portfolio that will get them to that all important next step in the recruiting process the interview Using a unique plan of action The Four S s the book presents an organizational mindset focused on the added value of telling your Story revealing your Style proclaiming your Substance and Sharing your uniqueness effectively In today s competitive market a winning portfolio is much more than a simple accounting of digital skills and volumes of high resolution graphics This book shows students what recruiters really value and how to ensure their portfolios make the right impression Design Portfolios A Recruiter s View explains How to develop a memorable organizational approach around story style substance and sharing and create a winning portfolio Answers to the key questions students ask to fill in gaps in their academic instruction Real examples of resumes cover letters and portfolios that reveal what is needed for success Years of big picture insight gained from actual portfolio reviews during the author s time as a designer and recruiter Aimed at the inexperienced design student rather than the practicing professional Design Portfolios A Recruiter s View is an easy to understand and constructive guide that is incredibly helpful to young designers with project histories that consist only of academic and internship work

Using Microsoft Office 97

Ed Bott,1996 Written by an industry recognized author this title features a new visually appealing interior design that helps users quickly and easily find what they want Coverage is given of Excel 97 Word 97 PowerPoint 97 and Outlook 97

Beginning Joomla! Dan Rahmel,2008-04-30 Do you want the ability to manage documents photos and other content over the Web but don t want to shell out thousands of dollars in proprietary solutions Want to create an online community for your hobby or user group You re not alone For thousands of like minded users around the globe the answer is Joomla an open source content management system used to manage all sorts of data over the Web While Joomla is relatively easy to install a fair amount of knowledge is required in order to configure the application to your specific needs Beginning Joomla answers many of the questions you re sure to have guiding you through the process of creating your own design templates adding and managing content and adding popular community features such as article commenting user profile management and forums Later chapters discuss e commerce integration explore search engine optimization and show you how to extend Joomla by creating your own plug

ins Pathways to the Stacks William Webb, Are you considering a career as a librarian or simply curious about the fascinating world of libraries Buckle up because this book is about to take you on a wild ride through the captivating realm of librarianship With a generous dollop of humor and a friendly tone this comprehensive guide is your one stop shop to uncover the secrets joys and challenges of becoming a librarian in the 21st century Join us on this delightful adventure as we explore the many facets of library life from the evolving roles of librarians to the strategies for professional development We ll provide you with invaluable tips insights and resources to help you navigate the exciting journey to your dream career You ll also find an abundance of inspiring stories and anecdotes that highlight the rewarding nature of a librarian s career In this entertaining and informative guide you can expect to discover The different types of libraries and librarians and their unique roles and responsibilities The ins and outs of pursuing a Master s in Library Science MLS Essential certifications and continuing education opportunities Tips for building your professional network and staying current with industry trends Expert advice on crafting an effective resume acing the interview and negotiating job offers And that s just the tip of the iceberg This book is packed with a plethora of resources including a comprehensive glossary of library terms an alphabetical listing of key concepts and cross references for easy navigation Plus you ll find sample resumes cover letters and interview questions to help you stand out from the crowd This book is not only a treasure trove of information but also a love letter to libraries and the dedicated professionals who keep them running So whether you re a library enthusiast an aspiring librarian or just someone who loves a good read grab your copy today and dive into the enchanting universe of librarianship

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ideas effectively and beyond their own field By pursuing the practical recommendations in this book researchers can increase the exposure of their ideas connect with wider audiences in powerful ways and ensure their work has a true impact The book covers the most effective ways to share research such as Social media leveraging time saving tools and maximizing exposure and branding Media landing interviews and contributing to public dialogue Writing landing book deals and succeeding in key writing opportunities Speaking giving TED Talks delivering conference keynote presentations and appearing on broadcasts like NPR Connecting networking influencing policy and joining advisory boards Honors winning awards and recognition to expand your platform Rich in tips strategies and guidelines this book also includes clever fast tracks and downloadable eResources that provide links leads and templates to help secure radio broadcasts podcasts publications conferences awards and other opportunities The eResources can be found under the Support Materials heading below

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Dixon,2000-01-31 Not just a book of searching sites and sources online this book helps readers use computers and the Internet to make the most out of finding new employment CD contains software necessary for connecting to a selected online service and templates for building an effective online resume **The Software Encyclopedia 2000** Bowker Editorial

Staff,2000-05 Using Word and Excel in Office 97 Ron Person,Rob Tidrow,Rick Winter,1998 Briefly covering the basics of the Office programs this book is a comprehensive reference to the two most heavily used core applications It features roughly 600 pages each on Word and Excel at the intermediate and advanced feature level Tips cautions and troubleshooting advice help users save time How to Do Everything with Microsoft Office Outlook 2003 William P. Mann,Bill Mann,2003

Want to know how to do everything This solutions oriented resource will show readers how to get the most out of all the features Outlook has to offer Manage personal information use all the e-mail functions keep the calendar current and more

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with other users **What Do You Do If You Don't Die?** Linda McIntosh,2008 Linda McIntosh is a writer and artist who lives with her husband Don on the shores of beautiful Lake Agimak in the boreal forests of Northwestern Ontario in the township of Ignace The McIntoshes have two adult children www.thestevenfletchersory.ca **Dynamics of Microsoft Word** Bryan Pfaffenberger,1986

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