



# 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.

+91 9876543210

rohan.kapoor@gmail.com

linkedin/in/rohan-kapoor

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 BBA

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

# Resume Template Latest Install

**Sarah E. Hutchinson-Clifford, Sarah E.  
Hutchinson, Glen Coulthard**

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Tyson, Faithe Wempen, Cary N. Prague, Michael R. Groh, Peter G. Aitken, Michael R. Irwin, Gavin Powell, Lisa A. Bucki, 2007-05-22 Completely revised for Office 2007 this best of the Bible presents Office you with the most useful content from leading experts like John Walkenbach Cary Prague Faithe Wempen and Herb Tyson The book features valuable information to help you no matter your level of expertise get up to speed on the new features in Excel Access Outlook Word and PowerPoint You ll quickly get savvy with the most widely used business application suite worldwide *Word 2007 In Simple Steps* Kogent Solutions Inc, 2008-02 WORD 2007 IN SIMPLE STEPS is a book that helps you to learn WORD 2007 the latest offering from Microsoft Being precise and complete it offers the reader a cutting edge in the field of Microsoft Office With an easy to understand style lots of examples to support the concepts and use of practical approach in presentation are some of the features that make the book not only unique but also provides a sort of limited edition look to the book

RUDIMENTS OF MODERN COMPUTER APPLICATION JOYRUP BHATTACHARYA, 2016-01-01 *Administrative Assistant's and Secretary's Handbook* James Stroman, Kevin Wilson, Jennifer Wauson, 2012 A treasure trove of practical tips and invaluable tools for administrative professionals it doesn t get much better than this book BookViews com *Computer Applications in Nutrition and Food Science* Manal K Abdel-Rahman, Aly R Abdel-Moemin, We have the responsibility to build a bridge to link computer revolution with nutrition and food science So we are hoping that those students who would like to pass on this bridge could be able to see the whole picture of what the computer applications course is all about Then next how the computer enriches our specialization and what to expect in the near future about for updating development in that

field We wish this book to be in a great benefit to students of Nutrition and Food science and Dietetics programme Dr Manal K Abdel Rahman Dr Aly R Abdel Moemin      **Microsoft Office 2007 QuickSteps** Marty Matthews,Carole Matthews,2008-10-15 Microsoft Office has an estimated 400 million users worldwide      **Learning Microsoft Word 97** Iris Blanc,1997 Written for use with Microsoft s newest word processing application and a component of Office 97 this book s new features include Office Assistant drawing toolbar and graphics filters The CD ROM includes data files multimedia tutorial on browsing and Internet simulations Unique hardcover spiral allows the title to be displayed on the spine

*Annotated Instructor's Edition with 3.5 IBM Disk to Accompany Excel 97* Carole Tobias,1997-07-02 The Annotated Instructor s Edition provides the point of instruction assistance you need to enrich your teaching with relevance and effectiveness It s designed to help you meet the diverse needs and learning styles of your students      **Word 2002** Deborah A. Hinkle,2002      Microsoft Word 2000 with Appendix Introductory Edition Sarah E. Hutchinson-Clifford,Sarah E. Hutchinson,Glen Coulthard,2000 The Advantage Series presents the Why What and How of computer application skills to today s students Each lab in this series is built upon an efficient learning model which provides students and faculty with complete coverage and enhances critical thinking skills      Microsoft Office 2000 Sarah E. Hutchinson,Sarah Hutchinson Clifford,Glen J. Coulthard,2000 The Advantage Series presents the Why What and How of computer application skills to today s students Each lab in this series is built upon an efficient learning model which provides students and faculty with complete coverage and enhances critical thinking skills      *Word 2002: Core & Expert, A Professional Approach, Student Edition with CD-ROM* Deborah Hinkle,2002-05-29 Word 2002 Core Expert from Glencoe s Professional Approach Series provides students with real world context for learning software applications Numerous screen shots and displays of toolbar buttons aid instruction Numerous exercises and applications reinforce every skill taught Word 2002 Core Expert presents exercises in real life business situations so students get hands on experience working on actual projects the best way to prepare them for the on the job challenges they ll face A comprehensive instructional package allows instructors to tailor the program to teaching styles lab needs student objectives and student learning styles      **Microsoft Word 2000, Complete Edition** Sarah Hutchinson Clifford,Glen J. Coulthard,1999-11 The Advantage Series presents the Why What and How of computer application skills to today s students Each lab in this series is built upon an efficient learning model which provides students and faculty with complete coverage and enhances critical thinking skills This text contains intro level content plus 5 to 6 additional chapters of advanced level content      **Woody Leonhard Teaches Microsoft Office 97** Woody Leonhard,1998 Office guru and expert author Woody Leonhard teaches the average users what they need to know about Office The author writes a 50 000 subscriber newsletter and is an editor with frequent columns in both PC Computing and Office Computing      Instructor's Manual and Key with 3.5 IBM Disk to Accompany PowerPoint 7 for Windows 95 Margaret Marple,Sharon Anne Fisher-Larson,1997-04-28 The Annotated Instructor s Edition provides the kind of point of instruction assistance you

need to enrich your teaching with relevance and effectiveness It s designed to help you meet the diverse needs and learning styles of your students      **Microsoft Word 2000** Sarah Hutchinson-Clifford,Sarah E. Hutchinson-Clifford,Glen J. Coulthard,1999-05 The Advantage Series presents the Why What and How of computer application skills to today s students Each lab in this series is built upon an efficient learning model which provides students and faculty with complete coverage and enhances critical thinking skills      **PowerPoint 7.0 for Windows** Margaret Marple,Sharon Anne Fisher-Larson,1999-12 PowerPoint 7 for Windows 95 equips students with the skills they need for success using Microsoft PowerPoint in today s hottest computer operating environment An extensive array of exercises teaches and challenges students while illustrations of screens and the accompanying icons help them to follow instructions for hands on practice Students gain real world experience by performing many of the same tasks required in business settings A comprehensive instructional package allows instructors to tailor the program to teaching styles lab needs student objectives and student learning styles      Stepping Thru Ms Office Int03tx Fulton,Neilsen,2004-04      **Certification Circle** Katherine Pinard,2002 Presents a highly visual approach to learning the necessary skills to pass the Microsoft Office User Specialist MOUS exam

## **Resume Template Latest Install** Book Review: Unveiling the Magic of Language

In a digital era where connections and knowledge reign supreme, the enchanting power of language has become more apparent than ever. Its capability to stir emotions, provoke thought, and instigate transformation is truly remarkable. This extraordinary book, aptly titled "**Resume Template Latest Install**," compiled by a very acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound affect our existence. Throughout this critique, we shall delve into the book is central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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