



# 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

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**Guy Hart-Davis**



## **Resume Template Latest:**

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 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

**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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and 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

**Getting an IT Help Desk Job For Dummies** Tyler Regas, 2015-04-15 Stand out in one of IT's fastest growing job markets If you're looking for a job in IT the help desk is the heart and soul of most IT operations and an excellent starting point for a promising career With the help of *Getting an IT Help Desk Job For Dummies* you'll gain the knowledge and know how to cut through the confusion of navigating the Information Technology job market IT can be intimidating to hopeful yet inexperienced job candidates but this guide will help you find and land the job of your dreams Through easy to follow explanations authoritative information and a bit of humor *Getting an IT Help Desk Job For Dummies* serves as your thorough and approachable guide to maximizing your competitive edge in this booming market The IT job market has continued to expand as technology matures and deepens its roots in business operations This is good news for you However it makes it that much harder to get a job in IT as recent grads and other professionals are practically stampeding to get their feet in the door of this rapidly expanding industry Luckily *Getting an IT Help Desk Job For Dummies* gives you an advantage by providing expert instruction on how to score an interview and secure a job offer the skills needed to obtain and maintain an IT position and authoritative information on how to establish a career path in the IT field Explore careers in the IT Help Desk field and establish the path you want to follow Plan for post education certifications and training to make yourself more marketable Get expert guidance for creating a winning resume and cover letter Prepare for your IT Help Desk interview Loaded with simple straight forward advice *Getting an IT Help Desk Job For Dummies* is your all in one guide to starting your IT career on the right foot

**High-Level Resumes** Marshall A. Brown, Annabelle Reitman, 2005 A resource for every executive looking to create a resume that highlights his/her experience

**Knock 'em Dead Resume Templates** Martin John Yate, 2014 On the list of things you want to do in life writing a resume is right up there with hitting yourself in the head with a hammer Yet your resume is the most financially important document you will ever own When your resume works you work and when it doesn't you don't either It's that simple *Knock em Dead Resume Templates* shows you how to write a killer resume and includes 105 ready to use Microsoft Word resume templates You get resume writing advice from a New York

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**Landing the Internship Or Full-Time Job During College** Robert R. Peterson, 2005 A collection of the secrets of those who have mastered career mobility based on interviews with more than twenty rising stars from Fortune 100 companies Their experiences are profiled after each chapter offering an inside look at the process each interviewee took to achieve their goals *PC Magazine*, 1998

**Job Searching Online For Dummies** Pam 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

**Word 2007 Macros & VBA Made Easy** Guy Hart-Davis, 2009-03-31 Get beyond the basics with Word 2007 Now you can take your Microsoft Word skills to the next level with help from this hands-on guide **Word 2007 Macros VBA Made Easy** shows you how to automate tasks using the tools available in Word's built-in VBA programming language You'll learn how to record create customize debug and share macros Discover how easy it is to develop your own macros save time and boost productivity Record time saving macros in moments Edit your recorded macros to add power and flexibility Control your macros with message and input boxes Create custom dialog boxes or use Word's built-in options Repeat actions easily as many times as needed Store essential data in variables and constants Work with text bookmarks and tables Create documents templates and folders automatically Debug your macros and build smart

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