



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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Bryan Pfaffenberger

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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

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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

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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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