



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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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 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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Building the Looking-Glass Resume Larry Goldsmith,2014-01-10 Building the Looking Glass R sum is a r sum solutions book that shows you how to create the reflection of your job skills that can help you win the prized invitation to a job interview The book features the Jaazole R sum Template and Tutorial to guide you through the r sum building process so you can quickly and confidently create a professional looking r sum with powerful contents Building the Looking Glass R sum is for all job seekers from entry level to senior executives or those in career transition The book includes solutions to the most difficult r sum concerns questions and technical issues Wired Resume Guide, Version 2.0 Cengage South-Western,Tim Krause,1999-12

Administrative Assistant's and Secretary's Handbook James Stroman,Kevin Wilson,Jennifer Wauson,2014-06-18 The expectations and duties of the modern day administrative assistant are higher and more stressful than ever before The Administrative Assistant s and Secretary s Handbook will help professionals everywhere come out on top From managing the phones coordinating meetings and preparing presentations to planning events crafting clear business communications and deciphering legal documents administrative assistants need to be everything to everyone all the time and all with a smile They spend all day helping others but who is going to help them For office professionals seeking to improve their performance and enhance their value to employers this handbook is the definitive source of help for these true jack of all trades In The Administrative Assistant s and Secretary s Handbook you will find information on topics such as Creating graphics charts and presentations Microsoft Word Excel Outlook and Publisher Web conferencing Electronic and paper filing systems Recordkeeping Meeting planning and management Business math and much more Extensively updated with new information on Windows 8 Microsoft Office 2013 Apple OS mobile computing computer software troubleshooting data security Google Calendar Google Drive Google Docs and Microsoft Web Applications this bestselling guide will help these unsung heroes shine in the eyes of all their coworkers Peter Norton's Introduction to Computers Office 97 Tutorial with 3. 5 IBM Disk Peter Norton,1998-01-05 Peter Norton s new Office 97 Tutorial helps students learn to create process and present information using Microsoft Office 97 Emphasizing hands on instruction this applications tutorial includes a student data disk to help students apply and practice the skills and techniques they learn in each lesson

The Longman Guide to Writing Center Theory and Practice Robert W. Barnett,Jacob S. Blumner,2008 The Longman Guide to Writing Center Theory and Practice offers in unparalleled breadth and depth the major scholarship on writing centers This up to date resource for students instructors and scholars anthologizes essays on all major areas of interest to writing center theorists and practitioners Seven sections provide a comprehensive view of writing centers history progress theorizing the writing center defining the writing center s place writing across the curriculum the practice of tutoring cultural issues and technology

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present information using Microsoft PowerPoint 2000 **A Tutorial Guide to AutoCAD 2002** Shawna Lockhart,2003 For courses in AutoCAD and Computer Aided Drawing A Tutorial Guide to AutoCAD 2002 provides a step by step introduction to AutoCAD with commands taught in context Lockhart begins this book providing step by step instructions using commands and techniques Later individual steps are no longer provided and readers are asked to apply what they have learned by completing sequences on their own Carefully developed pedagogy reinforces the cumulative learning approach and supports readers in becoming skilled AutoCAD users *Web Publisher's Design Guide for Windows* Mary Jo Fahey,1997 Today s Web sites are competing for attention and incredible page design may be the only way to make your Web page stand out from the rest This Web publishers design guide for Windows includes a CD ROM packed with design tools to help break away from Web page stereotypes and shows how to use animation sound video photography and more in Web pages It also includes the work of some of the best designers on the Web and get a behind the scenes before and after look at some amazing sites

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Microsoft Word for Windows Heather Miletti Duggan,Peter Norton,1996 **Microsoft Office Professional - New Perspectives** June J. Parsons,Beverly B. Zimmerman,S. Scott Zimmerman,Cheryl L. Willis,Joseph J. Adamski,Dan Oja,1995-04 Part of the New Perspectives Applications Series this text combines five individual applications It offers case study scenarios detailed coverage and extensive pedagogy for a realistic approach to learning Windows 3 1 Microsoft Word 6 0 6 1 Microsoft Excel 5 0 Microsoft Access 2 0 and Microsoft PowerPoint 4 0 *Peter Norton's Introduction to Computers* Peter Norton,1997-10 **Microsoft Works 3.0, DOS Version** William Robert Pasewark,William R. Pasewark,1995 This represents a significant triumph of the leading integrated software program While continuing with its standard setting use of pull down menus Works 3 0 now enables you to use the same commands for word processing graphics spreadsheet database

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web exercise 1 myotactic reflex stretch reflex a simple spinal reflex like the stretch myotactic reflex is produced via single synapses between sensory axons and motor neurone circuitry for this monosynaptic reflex is confined to the spinal cord fig 1