



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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Peter Norton



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Building the Looking-Glass Resume Larry Goldsmith, 2014-01-10 Building the Looking Glass Resume is a resume 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 Jaazle Resume Template and Tutorial to guide you through the resume building process so you can quickly and confidently create a professional looking resume with powerful contents Building the Looking Glass Resume is for all job seekers from entry level to senior executives or those in career transition The book includes solutions to the most difficult resume 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 [PowerPoint 2000 Level 1 Core: A Tutorial to Accompany Peter Norton](#)

[Introduction to Computers Student Edition](#) Peter Norton, 1999-11-26 Peter Norton's PowerPoint 2000 Tutorial helps students

learn to create process and 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 **Journal of Career Planning & Employment**, 2001 Serious
Games in Personalized Learning Scott M. Martin, James R. Casey, Stephanie Kane, 2021-07-12 Serious Games in Personalized
Learning investigates game based teaching and learning at a time when learning and training systems are increasingly
integrating serious games machine learning artificial intelligence models and adaptive technologies Game based education
provides rare data for measuring assessing and evaluating not just a game's effectiveness but the acquisition of information
and knowledge that a student may gain through playing a learning game This book synthesizes contemporary research
frameworks and models centered on the design and delivery of serious games that truly personalize the learning experience
Scholars of educational technology instructional design human performance and more will find a comprehensive guide to the
history practical implications and data collection potential inherent to these fast evolving tools 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 **Microsoft Word for Windows** Heather Milette 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 and telecommunications *The Writer's Guide to the Internet* Dawn Groves,1997 The Writer s Guide to the Internet is the perfect tool for writers to find online information Dawn Groves author of the popular The Web Page Workbook shows you how to find helpful resources publish on the Web and research topics You ll also learn how to participate in Internet writers groups and you ll find tips on how to market yourself and write for an online audience **Tutorial Pagemaker 4** Isaac Victor Kerlow,1991-06 **Career Planning Today** C. Randall Powell,1990 *user's guide 1; microsoft excel* ,1992 The Federal Resume Guidebook Kathryn K. Troutman,1999 Applying for a federal job or promotion no longer requires a lengthy lifeless form Instead applicants can emphasize their strengths skills and smarts in resumes that will hook hiring staff and make personal qualifications shine

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