



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 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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Rosina Ehmann



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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

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

Wired Resume Guide, Version 2.0 Cengage South-Western, Tim Krause, 1999-12

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Table of Contents Resume Template Latest Tutorial

1. Understanding the eBook Resume Template Latest Tutorial
 - The Rise of Digital Reading Resume Template Latest Tutorial
 - Advantages of eBooks Over Traditional Books
2. Identifying Resume Template Latest Tutorial
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Resume Template Latest Tutorial
 - User-Friendly Interface
4. Exploring eBook Recommendations from Resume Template Latest Tutorial
 - Personalized Recommendations
 - Resume Template Latest Tutorial User Reviews and Ratings
 - Resume Template Latest Tutorial and Bestseller Lists

5. Accessing Resume Template Latest Tutorial Free and Paid eBooks
 - Resume Template Latest Tutorial Public Domain eBooks
 - Resume Template Latest Tutorial eBook Subscription Services
 - Resume Template Latest Tutorial Budget-Friendly Options
6. Navigating Resume Template Latest Tutorial eBook Formats
 - ePub, PDF, MOBI, and More
 - Resume Template Latest Tutorial Compatibility with Devices
 - Resume Template Latest Tutorial Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Resume Template Latest Tutorial
 - Highlighting and Note-Taking Resume Template Latest Tutorial
 - Interactive Elements Resume Template Latest Tutorial
8. Staying Engaged with Resume Template Latest Tutorial
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Resume Template Latest Tutorial
9. Balancing eBooks and Physical Books Resume Template Latest Tutorial
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Resume Template Latest Tutorial
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Resume Template Latest Tutorial
 - Setting Reading Goals Resume Template Latest Tutorial
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Resume Template Latest Tutorial
 - Fact-Checking eBook Content of Resume Template Latest Tutorial
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
- Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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