



# 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 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

# Resume Template Latest Tutorial

**Peter Norton**



## **Resume Template Latest Tutorial:**

*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

**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 Longman Professional Development Series for Composition The Longman Professional Development Series for Composition grows out of Longman's deep commitment to the discipline and to the people who teach it For many years Longman has been a leader in publishing for the first year composition classroom We are proud to offer this series of useful resources for composition instructors in addition to our distinguished list of handbooks rhetorics readers and other textbooks Covering a wide range of topics the Longman Professional Development Series in Composition offers support for everyone from a seasoned writing program administrator to a brand new teaching assistant or even an undergraduate peer tutor Visit our online community for

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