



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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Wilson, Jennifer Wauson, 2012 A treasure trove of practical tips and invaluable tools for administrative professionals it doesn't get much better than this book BookViews.com

Microsoft Word 2000 with Appendix Introductory Edition Sarah E. Hutchinson-Clifford, Sarah E. Hutchinson, Glen Coulthard, 2000 The Advantage Series presents the Why What and How of computer application skills to today's students Each lab in this series is built upon an efficient learning model which provides students and faculty with complete coverage and enhances critical thinking skills

Learning Microsoft Word 97 Iris Blanc, 1997 Written for use with Microsoft's newest word processing application and a component of Office 97 this book's new features include Office Assistant drawing toolbar and graphics filters The CD-ROM includes data files multimedia tutorial on browsing and Internet simulations Unique hardcover spiral allows the title to be displayed on the spine

Microsoft Office 2007 QuickSteps Marty Matthews, Carole Matthews, 2008-10-15 Microsoft Office has an estimated 400 million users worldwide

Word 2002 Deborah A. Hinkle, 2002

Annotated Instructor's Edition with 3.5 IBM Disk to Accompany Excel 97 Carole Tobias, 1997-07-02 The Annotated Instructor's Edition provides the point of instruction assistance you need to enrich your teaching with relevance and effectiveness It's designed to help you meet the diverse needs and learning styles of your students

Microsoft Word 2000, Complete Edition Sarah Hutchinson Clifford, Glen J. Coulthard, 1999-11 The Advantage Series presents the Why What and How of computer application skills to today's students Each lab in this series is built upon an efficient learning model which provides students and faculty with complete coverage and enhances critical thinking skills This text contains intro level content plus 5 to 6 additional chapters of advanced level content

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Word 2002: Core & Expert, A Professional Approach, Student Edition with CD-ROM Deborah Hinkle, 2002-05-29 Word 2002 Core Expert from Glencoe's Professional Approach Series provides students with real world context for learning software applications Numerous screen shots and displays of toolbar buttons aid instruction Numerous exercises and applications reinforce every skill taught Word 2002 Core Expert presents exercises in real life business situations so students get hands on experience working on actual projects the best way to prepare them for the on the job challenges they'll face A comprehensive instructional package allows instructors to tailor the program to teaching styles lab needs student objectives and student learning styles

Woody Leonhard Teaches Microsoft Office 97 Woody Leonhard, 1998 Office guru and expert author Woody Leonhard teaches the average users what they need to know about Office The author writes a 50 000 subscriber newsletter and is an editor with frequent columns in both PC Computing and Office Computing

Microsoft Word 2000 Sarah Hutchinson-Clifford, Sarah E. Hutchinson-Clifford, Glen J. Coulthard, 1999-05 The Advantage Series presents the Why What and How of computer application skills to today's students Each lab in this series is built upon an efficient

learning model which provides students and faculty with complete coverage and enhances critical thinking skills

Certification Circle Katherine Pinard,2002 Presents a highly visual approach to learning the necessary skills to pass the Microsoft Office User Specialist MOUS exam **Network World** ,1996-07-22 For more than 20 years Network World has been the premier provider of information intelligence and insight for network and IT executives responsible for the digital nervous systems of large organizations Readers are responsible for designing implementing and managing the voice data and video systems their companies use to support everything from business critical applications to employee collaboration and electronic commerce *Stepping Thru Ms Office Int03tx* Fulton,Neilsen,2004-04 **Woody Leonhard Teaches Microsoft Office 2000** Woody Leonhard,1999 Office guru and expert author Woody Leonard teaches the average user what they need to know about Office Woody covers Office and all of the related computing topics that real users need to learn Office and maximize their productivity with the suite

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on time you should also start ordering anything that s personalized like gifts or décor four weeks out

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