



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

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Marty Matthews, Carole Matthews



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MODERN COMPUTER APPLICATION JOYRUP BHATTACHARYA, 2016-01-01 *Computer Applications in Nutrition and Food Science* Manal K Abdel-Rahman, Aly R Abdel-Moemin, We have the responsibility to build a bridge to link computer revolution with nutrition and food science So we are hoping that those students who would like to pass on this bridge could be able to see the whole picture of what the computer applications course is all about Then next how the computer enriches our specialization and what to expect in the near future about for updating development in that field We wish this book to be in a great benefit to students of Nutrition and Food science and Dietetics programme Dr Manal K Abdel Rahman Dr Aly R Abdel Moemin **Office 2007 Bible** John Walkenbach, Herb Tyson, Faithe Wempen, Cary N. Prague, Michael R. Groh, Peter G. Aitken, Michael R. Irwin, Gavin Powell, Lisa A. Bucki, 2007-05-22 Completely revised for Office 2007 this best of the Bible presents Office you with the most useful content from leading experts like John Walkenbach Cary Prague Faithe Wempen and Herb Tyson The book features valuable information to help you no matter your level of expertise get up to speed on the new features in Excel Access Outlook Word and PowerPoint You ll quickly get savvy with the most widely used business application suite worldwide Word 2007 In Simple Steps Kogent Solutions Inc, 2008-02 WORD 2007 IN SIMPLE STEPS is a book that helps you to learn WORD 2007 the latest offering from Microsoft Being precise and complete it offers the reader a cutting edge in the field of Microsoft Office With an easy to understand style lots of examples to support the concepts and use of practical approach in presentation are some of the features that make the book not only unique but also provides a sort of limited edition look to the book *Administrative Assistant's and Secretary's Handbook* James Stroman, Kevin

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

Manufacturers Record, 1929 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 Word 2002 Deborah A. Hinkle, 2002 *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 *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 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 **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 Office 2000** Sarah E. Hutchinson, Sarah Hutchinson Clifford, Glen J. 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 **Microsoft Office 2007 QuickSteps** Marty Matthews, Carole Matthews, 2008-10-15 Microsoft Office has an estimated 400 million users worldwide **Certification Circle** Katherine Pinard, 2002 Presents a highly visual approach to learning the necessary skills to pass the Microsoft Office User Specialist MOUS exam *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 **Woody Leonhard**

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