



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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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 The Last Job Search Guide You'll Ever Need Steven John Rothberg, 2002-09 Oswaal CBSE Question Bank Class 10 Information Technology, Chapterwise and Topicwise Solved Papers For Board Exams 2025 Oswaal Editorial Board, 2024-06-05 DESCRIPTION OF THE PRODUCT 100% Updated with Latest Syllabus Questions Typologies We have got you covered with the latest and 100% updated curriculum Crisp Revision with Topic wise Revision Notes Smart Mind Maps Study smart not hard Extensive Practice with 700 Questions Self Assessment Papers To give you 700 chances to become a champ Concept Clarity with 500 Concepts Concept Videos For you to learn the cool way with videos and mind blowing concepts 100% Exam Readiness with Expert Answering Tips Suggestions for Students For you to be on the cutting edge of the coolest educational trends **Nursing Now** Joseph T Catalano, 2019-10-03 The thoroughly revised and updated 8th Edition of this popular text examines the important issues and trends shaping the nursing profession today Explore the evolution and history of nursing and examine the impact of healthcare reform and the legal system as they apply to nursing practice Coaching Practiced David Tee, Jonathan Passmore, 2022-05-09 COACHING PRACTICED Explore the foundations of evidence based approaches to coaching A collection of the best papers over the last 15 years from the journal The Coaching Psychologist In Coaching Practiced Coaching Psychology Tools Techniques and Evidence Based Approaches for Coaches a team of distinguished researchers delivers an insightful and complete handbook for practicing coaches From wellbeing to the workplace coaches of all stripes will find a fulsome discussion of effective methods strategies and frameworks for coaching clients In the book the editors include contributions from leading experts that discuss a wide variety of essential topics in the field including cognitive approaches motivational interviewing solution focused coaching mindfulness approaches narrative coaching and the influence of positive psychology in the field of coaching In this accessible and comprehensive resource readers will also find A thorough introduction to the psychology of coaching including available frameworks In depth examinations of reflective practice and professional development including reflective journaling Comprehensive discussions of wellbeing coaching including health and life coaching Fulsome explorations of workplace coaching including the Lead Learn and Grow Model Perfect for organizational and athletic leaders Coaching Practiced Coaching Psychology Tools Techniques and Evidence Based Approaches for Coaches will also earn a place in the libraries of professional coaches managers executives and others

Administrative Assistant's and Secretary's Handbook James Stroman, Kevin Wilson, Jennifer Wauson, 2011-09-24 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 **Flying Magazine** ,1976-09 **The New Template for Recovery** Portman, 2010-08 The New Template for Recovery is for people who believe they have the ability to make important changes in their lives including quitting drinking It is designed for those who want to succeed at sobriety but want something different than or in addition to what standard treatment programs and AA have to offer If you want to pursue a forward going approach to recovery and to become excited rather than depressed about life without alcohol this book may be the place for you to find the motivation the knowledge and the pathway to succeed If you are drawn to the idea of an independent recovery from an alcohol use problem know that you are not alone and rest assured that millions of people gain lasting sobriety on their own Indeed an irrepressible body of research finds that many possibly most people in successful recovery manage to quit drinking on their own The New Template for Recovery provides a clear and practical self directed guide to sobriety and a better life by the use of a template for recovery that can be crafted and followed according to each person's needs Learn The level of alcohol use problem that you have How to safely manage alcohol withdrawal Why you are not to blame The pros and cons of AA and standard treatment programs The psychological and physical addiction processes and effects Discover The foreword going template model for recovery How to focus on the life areas of recovery that are important to you Powerful relapse prevention strategies The motivation to recreate your life your way T Christopher Portman Ph D earned his doctorate at the University of Oregon He has directed both outpatient and inpatient treatment programs and has taught many addiction courses and seminars in the Pacific Northwest He presently lives in Bellingham Washington where his practice focuses on the treatment of addictions and related mental health and relationship problems [My Hardcover Book](#) Saeed Ullah Jan, 2018-01-28 Life in today's world would be unimaginable without computers They have made human lives

better and happier There are many computers uses in different fields of work Engineers architects jewelers and filmmakers all use computers to design things Teachers writers and most office workers use computers for research word processing and emailing Small businesses can use computers as a point of sale and for general record keeping Computers are now the major entertainers and the primary pass time machines We can use computers for playing games watching movies listening to music drawing pictures Most of the medical information can now be digitized from the prescription to reports Computation in the field of medicine allows us to offer varied miraculous therapies to the patients ECG s radiotherapy wasn t possible without computers

Web Design & Development Nicolae Sfetcu, A guide for developing web sites by means of conceptualization planning modeling and execution of electronic media delivery via Internet Web development is a broad term for any activities related to developing a web site for the World Wide Web or an intranet This can include e commerce business development web design web content development client side server side coding and web server configuration However among web professionals web development usually refers only to the non design aspects of building web sites e g writing markup and coding Web development can range from developing the simplest static single page of plain text to the most complex web based internet applications electronic businesses or social network services Web design is a process of conceptualization planning modeling and execution of electronic media delivery via Internet in the form of Markup language suitable for interpretation by Web browser and display as Graphical user interface GUI

What You Should Know When Looking for a Job in Today'S Marketplace, 2Nd Edition Richard A. Wittmeyer, 2011-01-20 The Hiring Process Yesterday versus Today Years ago it was fairly easy to find a new position Search firms would call you with a position opening and you could take your time selecting between job offerings Or friends contacted you with tips that a company down the road was hiring and needed people with your skills All that you needed to do was to update your resume from time to time and everything fell into place Today we have a different situation the marketplace is crawling with competition for those jobs The time to sit back and think that a company will find you is no longer realistic You need to put together a well thought out action plan to seek the job you want This book will assist you in setting new goals and evaluating new career options It will help you manage your job transition and employment campaign in a realistic systematic and organized way What You Should Know When Looking for a Job in Todays Marketplace 2nd edition shares effective job search methods and a plan of action that will assist Those that are out of work and seeking employment Those anticipating a reduction in the workforce at their company and are out looking for other opportunities Military personnel returning to civilian life and are seeking employment College students just graduating and ready to enter the world of work People dissatisfied in their current positions and want to move on More mature job candidates that are out of work and not ready for retirement Those returning to the workplace after many years of absence The book will assist you in setting employment goals and evaluating new career opportunities It will help you manage your job transition and employment campaign in a systematic and organized way by providing you with

the needed tools skills and knowledge that will ensure a successful outcome Dr Richard Wittmeyer relies on his thirty years of experience in talent acquisition career and performance management human resources employment coaching and strategic organizational development in order to help others productively manage a job transition during these uncertain times Job seekers will learn how to Identify their personal strengths and job accomplishments Design and implement a job search and networking strategy that works Construct and present a resume and cover letter that sells Target the job search through the use of solid letter writing and telephone campaigns Realize the importance of Networking and how to make it happen Make a great impression during the interview Develop an elevator speech that will identify you as a person of interest Accept the position that you desire Settle into your new job Special Feature Land that new job right after college Special Feature Develop an employment strategy for those over 50 And much more Despite todays challenging times in the job market there are still success stories happening every day as companies continue to look for talented people The practical information and concrete examples included in this valuable field manual will help guide others to success by teaching a complete process that helps anyone take control of their employment future *Music's Odyssey* Robin

Holloway, 2025-10-30 A triumphant journey through the history of Western classical music and its great composers My aim in this book is to offer an invitation to the glorious long voyage of Western classical music for all those who enjoy and love it and seek to deepen their enjoyment and love without getting caught up in musicology and technicalities an entry to Aladdin's cave an injunction to taste and see re angled for the sense of hearing in all its complex and various modes Not historical but broadly chronological and thematic from the earliest adventures in notation up to the present day some fourteen centuries of continuity and interruptions revolutions and renewals complements and contrasts via many detailed descriptions of individual composers and individual pieces In part it is an account of how music is made its core of practice skills conventions traditions but also an attempt to chart the evolution of expression what is being said what felt what communicated from the heart to the heart how music works upon its listeners how it moves and stirs how it reaches and appeals to the highest flights and deepest places and everything between of the organising pattern making mind the ebb and flow of the sensual body the centres of emotion Everything is within the art itself at whatever epoch in whatever idiom whatever genre or intention Nor is evaluation eschewed why as well as how it is so good and why sometimes so deplorable The style throughout is inherently allusive and I have tried everywhere to preserve the intonations and rhythms of speech spontaneous improvised natural as breathing Robin Holloway *Flying Magazine* ,1976-10 **Who Stole My Job?** Sunil Mishra, 2019-04-10 Creative Tech has

been one of the most successful IT companies in India during the last two decades Only that it has started faltering of late In a challenging and tumultuous business set up Marshal Scott a newly hired American CEO embarks on a transformation journey that starts on a high note but soon gets entangled with many unexpected issues The employees experience disenchantment with the demanding leadership frequent policy changes and cultural conflicts Satvik a mid level manager

sees the direct implications of these changes that lead to multiple business disruptions and exits of many of his colleagues Will things ever be same the again Can Creative Tech tide over the disruption wave and reclaim its glorious past What does employment mean for individuals and the corporate in the new digital world Will the future of work be different from what was perfected after the Industrial Revolution **Your New Journey** AJ Cade,2023-09-18 Higher education is not the most welcoming of places for students who are from an underrepresented community however as the world moves further into the twenty first century more of us are earning graduate degrees Written informally Your New Journey is a guidebook for students who are looking for tips from someone who has already successfully navigated through the pitfalls of earning a master s and a doctorate Filled with personal anecdotes from the author this book details how to prepare apply attend and graduate while thriving in graduate school along with additional information on resume writing and the numerous careers available for someone with a graduate degree Your New Journey How to Thrive in Graduate School as a Person of Color is about you How can you go about your journey through graduate school and most importantly what steps you can take at any point in your life to set you on that path You will want to save and revisit t his book throughout your life because of all the advice it offers Topics inside of this magnificent book Include How to apply to graduate programs How to start and finish a master s or doctoral degree How to pass comps and other graduate school hurdles How to prepare for and apply for jobs after graduation How to deal with racism and place ism in academia Resume writing tips Much Much More

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InfoWorld ,1992-03-23 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects **Nursing Today - E-Book** JoAnn Zerwekh,Ashley Garneau,2017-02-01 Loved for its humor readability and inviting cartoons Nursing Today Transitions and Trends 9th Edition helps you prepare for the NCLEX RN Examination while giving you valuable information to succeed in your professional career It reflects current issues and trending topics that nurses will face ensuring that you graduate not only with patient care skills but also with career development skills such as resume writing finding a job and effective interviewing This edition features test taking tips for the NCLEX RN Examination and updated Evolve resources for students including review questions and case studies Thorough coverage of all the most important issues faced by the new nurse preparing you for a professional career An engaging approach features lively cartoons chapter objectives bibliographies and colorful summary boxes An emphasis on making the transition into the workplace is included in chapters such as NCLEX RN and the New Graduate Employment Considerations Opportunities Resumes and Interviewing and Mentorship and Preceptorship Critical Thinking boxes in every chapter offer questions and exercises asking you to apply what you have learned to clinical practice

Evidence Based Practice boxes and evidence based practice content throughout focus your attention on the research evidence that supports clinical practice Content on the role of nursing includes changes related to the BSN in 10 campaign and how these might affect entry into practice as well as differentiated nursing practice models Mentoring and preceptorship content discusses preceptorships as a capstone course versus a formalized preceptorship or nurse externship in which a student is employed by a healthcare facility as well as the advantages of and tips for getting a nurse externship while in nursing school NEW and UPDATED Thoroughly updated content throughout with new information on areas such as 2016 NCLEX test plan and pass fail determinates by level of difficulty interprofessional education serious reportable events and never events and nursing responsibilities in spiritual care UPDATED New content on leadership and followership features professional models of nursing practice like medical or health homes and nurse managed health centers EXPANDED Added QSEN competencies related to effective communication team building evidence based practice patient safety and quality assurance highlighted throughout UPDATED and IMPROVED Section restructuring makes this edition even easier to follow UPDATED Evolve resources for students include review questions and case studies *Computerworld* ,1980-03-10 For more than 40 years Computerworld has been the leading source of technology news and information for IT influencers worldwide Computerworld s award winning Web site Computerworld com twice monthly publication focused conference series and custom research form the hub of the world s largest global IT media network District of Columbia Appropriations for 1965, Hearings Before ... 88-2, on H.R. 10199 United States. Congress. Senate. Appropriations Committee,1964

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