

JobReadyTools Career Toolkit

A practical starter kit for Indian freshers, accountants, MIS executives, customer support professionals and office roles.

Inside this toolkit

Resume checklist - Interview questions - Excel shortcuts - Salary negotiation guide

1. Resume Checklist

- Use a clean one or two page format with clear headings.
- Add role title, city, phone, email and LinkedIn if available.
- Write a short profile summary aligned with the target job.
- Mention role-relevant skills such as Excel, Tally, GST, MIS, communication or support tools.
- Add measurable achievements where possible.
- Keep dates, company names and job titles consistent.
- Save and send your resume as PDF unless the employer asks for another format.
- Proofread spelling, grammar and formatting before applying.

2. Common HR Interview Questions

- 1 Tell me about yourself.
- 2 Why should we hire you?
- 3 What are your strengths?
- 4 What are your weaknesses?
- 5 Why do you want this job?
- 6 Why are you leaving your current job?
- 7 Where do you see yourself in five years?
- 8 How do you handle pressure?
- 9 Tell me about your previous role.
- 10 What salary are you expecting?
- 11 Are you comfortable with relocation or shifts?
- 12 What do you know about our company?
- 13 Describe a time you solved a problem.
- 14 How do you handle feedback?
- 15 Do you have any questions for us?

3. Accountant / Office Role Questions

- 1 What is journal entry?
- 2 What is GST?
- 3 What is the difference between CGST, SGST and IGST?
- 4 What is TDS?
- 5 What is bank reconciliation?
- 6 What is purchase entry and sales entry?
- 7 What reports have you prepared in Excel?
- 8 What is a pivot table?
- 9 How do you check data accuracy?
- 10 Which accounting software have you used?

4. Excel Shortcuts for Daily Office Work

Shortcut	Use
Ctrl + C / Ctrl + V	Copy and paste
Ctrl + Z	Undo last action
Ctrl + F	Find data
Ctrl + Shift + L	Apply or remove filters
Alt + =	AutoSum selected numbers
Ctrl + Arrow	Jump to edge of data range
Ctrl + T	Convert data into table
F4	Repeat last action or lock formula reference
Ctrl + 1	Open Format Cells
Ctrl + Page Up / Page Down	Move between sheets

5. Salary Negotiation Guide

- Research market salary for your role, city and experience.
- Know your current CTC, in-hand salary and expected range.
- Do not quote a random number; use a realistic range.
- Explain your value with skills, achievements and responsibilities.
- Compare full offer: fixed pay, variable pay, PF, bonus, leaves and notice period.
- Stay polite and professional even if the offer is lower.
- Ask for time to review the offer if needed.

6. Seven-Day Job Readiness Plan

- 1 Day 1: Update resume for one target role.
- 2 Day 2: Prepare answers for 10 common HR questions.
- 3 Day 3: Practice role-specific questions.
- 4 Day 4: Learn important Excel shortcuts and formulas.
- 5 Day 5: Estimate expected in-hand salary and notice period.
- 6 Day 6: Prepare documents and final resume PDF.
- 7 Day 7: Apply to suitable jobs and track responses.

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