

## PROFILE SUMMARY

A Tax Professional with 3 years of experience, with eager to learn and grow professionally while acquiring expertise and skills within the domain

## EDUCATION

### CA – Intermediate

**Master of Commerce**  
(Taxation)

**Bachelor of Commerce**  
(Accounting & Tax)

**Attended 3 Months Training on The Canadian Taxation.**

## SOFTWARE PROFICIENCY

- QuickBooks (Online & Desktop)
- Drake
- Lacerte
- Pro Series
- Tax Adams
- Ultra-Tax
- Accounting CS
- MS Office Application

## EXPERIENCE

### TOTAL EXPERIENCE: 3 YEARS

- Preparation of Individual tax returns (Form T1).
- Corporation tax returns preparation (Form T2).
- Preparing tax returns for trust and estate (Form T3).
- Month-end close and financial reporting.
- Preparation of depreciation & amortisation schedule.
- Preparation of work papers for income & expense calculations for self employed & rental income.
- Send detailed open points for assumptions and observations about the Tax Return to the client.
- Work diligently during peak tax seasons to provide accurate tax return reports to clients ahead of deadline.
- Filing of extensions as per client's request e-filing for the tax returns and sending e-sign forms to clients.
- Downloading, screening, organising the work papers and sending a check list of missing and required documents.
- Review previous-year clients' tax returns at client request to identify possible missed deductions or for missing documents/ information for current year returns.