

Amara Patel

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SUMMARY

Detail-oriented and analytical recent graduate with a Bachelor of Science in Accounting, seeking an entry-level Tax Accountant position. Proficient in tax preparation software and eager to support clients in optimizing their tax strategies.

EXPERIENCE

Tax Intern

Jun 2022 - Aug 2023

Smith & Co. Tax Advisors, San Diego, CA

- Assisted in preparing and reviewing over 150 individual and business tax returns, resulting in a 20% increase in client satisfaction scores.
- Identified potential tax savings of over \$50,000 for clients through meticulous tax planning and research.
- Utilized Intuit ProConnect and Microsoft Excel to analyze financial data, improving reporting efficiency by 30%.

Accounting Assistant

Jan 2021 - May 2022

California Accounting Services, San Diego, CA

- Processed accounts payable and receivable transactions, maintaining accurate records which reduced discrepancies by 15%.
- Contributed to quarterly audits and ensured compliance with tax regulations, resulting in zero fines or penalties.
- Generated financial reports using QuickBooks, enhancing the visibility of cash flow for clients.

EDUCATION

Bachelor of Science in Accounting

May 2022

University of California, San Diego, La Jolla, CA • GPA: 3.8

SKILLS

Technical Skills: Tax Preparation, Financial Analysis, Data Entry, Regulatory Compliance

Tools & Frameworks: Intuit ProConnect, QuickBooks, Microsoft Excel, IRS e-file