

Aisha Khan

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SUMMARY

Detail-oriented and motivated entry-level tax preparer with a strong foundation in accounting principles and tax regulations. Proven ability to deliver accurate and timely tax returns while providing excellent client service and support.

EXPERIENCE

Tax Intern

Jan 2023 - Present

Smith & Co. CPA, Los Angeles, CA

- Prepared over 100 individual tax returns, achieving an accuracy rate of 98%.
- Assisted in identifying tax-saving opportunities for clients, resulting in an average client savings of \$1,200.
- Utilized Intuit ProConnect Tax Online to streamline the tax preparation process, saving 15% in processing time.

Accounting Assistant

May 2021 - Dec 2022

ABC Financial Services, Los Angeles, CA

- Supported financial reporting by managing data entry and reconciliation of over 200 transactions weekly.
- Improved efficiency in invoice processing by 20% through the implementation of new tracking software.
- Collaborated with senior accountants to prepare quarterly and annual financial statements, ensuring compliance with regulations.

Customer Service Representative

Jan 2019 - Apr 2021

XYZ Retail Corp, Los Angeles, CA

- Resolved customer inquiries relating to financial products, enhancing customer satisfaction ratings by 15%.
- Trained new staff on financial policies and procedures, contributing to a 30% reduction in onboarding time.

EDUCATION

Bachelor of Science in Accounting

May 2018

University of Southern California, Los Angeles, CA • GPA: 3.7

SKILLS

Technical Skills: Tax Preparation, Financial Reporting, Data Analysis, Accounting Principles

Tools & Frameworks: Intuit ProConnect Tax Online, Excel, QuickBooks