

Amina Patel

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SUMMARY

Detail-oriented Mid Level Tax Accountant with over 5 years of experience in tax compliance and consulting. Proven track record in optimizing tax processes and identifying opportunities for savings, assisting clients to maximize financial efficiency.

EXPERIENCE

Tax Accountant

Jan 2022 - Present

Smith & Associates, Chicago, IL

- Reduced clients' tax liabilities by an average of 20%, saving over \$500,000 collectively annually.
- Streamlined the tax preparation process, decreasing turnaround time by 30% through the implementation of automated reporting tools.
- Provided expert guidance in tax planning for corporate clients, resulting in improved compliance and reduced audit risks.

Junior Tax Accountant

Jul 2018 - Dec 2021

Jones Tax Services, Chicago, IL

- Assisted in the preparation and review of over 200 individual and corporate tax returns, ensuring compliance with IRS regulations.
- Identified tax-saving opportunities that resulted in an average of \$200,000 in tax refunds for clients.
- Developed client relationships through effective communication and service delivery, enhancing client retention by 15%.

Tax Intern

May 2017 - Aug 2017

Global Financial Solutions, Chicago, IL

- Supported senior accountants with data gathering and analysis for tax filings.
- Helped prepare documentation for IRS audits, resulting in successful resolutions.
- Gained hands-on experience with tax software, including ProConnect and Intuit TurboTax.

EDUCATION

Bachelor of Science in Accounting

May 2018

University of Illinois, Chicago, IL • GPA: 3.7

SKILLS

Technical Skills: Tax Compliance, Corporate Tax Planning, IRS Regulations, Financial Analysis

Tools & Frameworks: ProConnect, Intuit TurboTax, Microsoft Excel, QuickBooks