

Aisha Patel

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SUMMARY

Detail-oriented and experienced Tax Preparer with over 5 years of experience in preparing individual and corporate tax returns. Proven track record of optimizing tax processes and maximizing refunds while ensuring compliance with state and federal regulations.

EXPERIENCE

Tax Preparer

Jan 2022 - Present

H&R Block, Atlanta, GA

- Increased client satisfaction scores by 25% through personalized service and effective communication.
- Successfully prepared and filed over 500 individual and business tax returns, ensuring 100% compliance with IRS regulations.
- Utilized tax software such as ProConnect and Drake Tax to streamline preparation processes, reducing turnaround time by 15%.

Junior Tax Associate

May 2019 - Dec 2021

Smith & Associates, Atlanta, GA

- Assisted in the preparation of tax returns for clients, contributing to a 20% increase in team efficiency.
- Conducted thorough reviews of clients' financial documents to identify tax-saving opportunities, resulting in an average of \$3,000 in additional refunds per client.
- Gained hands-on experience with various tax software including Intuit and CCH Axcess.

Tax Intern

Jan 2018 - Apr 2019

Deloitte, Atlanta, GA

- Supported senior tax professionals in preparing tax returns for corporate clients, enhancing knowledge of tax regulations.
- Participated in tax research projects that contributed to compliance solutions for more than 10 large clients.
- Developed proficiency in Excel for data analysis and reporting, improving data accuracy by 30%.

EDUCATION

Bachelor of Science in Accounting

May 2018

Georgia State University, Atlanta, GA • GPA: 3.7

SKILLS

Technical Skills: Tax Compliance, IRS Regulations, Financial Analysis, Client Communication

Tools & Frameworks: ProConnect, Drake Tax, Intuit, CCH Axcess