

**GE (LEO) ZHAO**

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**PROFESSIONAL HIGHLIGHTS**

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- Graduate Diploma (GDip) in Taxation graduated from University of Waterloo with 2 years of progressive accounting/taxation experiences
- Wide range of accounting and tax experiences including Monthly Sales Taxes Filing, Income Tax Preparations, Payroll, Balance sheet account reconciliations, Financial reporting & analysis
- CPA candidate enrolled in core 2 and working towards completion
- Demonstrated proficiency in MS Dynamics GP, Excel, PowerPoint, and Word through compilation and analysis of financial statements, drafting of reports and sales materials

**WORK EXPERIENCE**

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**GFL ENVIRONMENTAL  
TAX ANALYST****VAUGHAN, ON**  
10/2021-PRESENT

- Prepared Month-end/Quarter-End/Year-end US Sales and Use tax with working papers across 10+ states to support tax filings
- Filed monthly/quarterly fuel tax premiums for multiple entities, researched and prepared quarterly Federal/State-level Excise tax returns for tax refund requests
- Performed monthly journal entries submission and tax accounts reconciliation for multiple BUs, documented, investigated, and resolved discrepancies
- Validated numerous Property tax bills ensuring accuracy, documented, and created analysis reports
- Prepared account registration forms, established and streamlined filing process for newly acquired entities, resolved issues both internally and externally
- Addressed tax audits by gathering documents, drafting explanation letters, and responding to follow up questions

**UKEN GAMES  
FINANCIAL ANALYST****TORONTO, ON**  
08/2019-12/2020

- Performed Month-End/Quarter-End/Year-End responsibilities included, but not limited to accruals and estimates, uploading journal entries, review, and analysis of financial information
- Prepared and analyzed monthly spend and revenue share reports, collaborated with marketing team to actively monitor and optimize the process
- Assisted with Finance manager in maintaining and updating financial forecasting models
- Researched and created various government grant application packages, resolved issues, and responded to grant agency, maintained a good relationship
- Communicated as necessary with CRA to ensure tax returns are assessed correctly
- Provided on-going assistance to Finance manager on various internal control related matters

**CANADIAN TIRE CORPORATION  
CO-OP TAX ANALYST****TORONTO, ON**  
01/2018-04/2018

- Assisted with various sections of corporate tax returns and information returns including Schedule 1, Schedule 2, Schedule 8, Schedule 9, and T4A-NR, NR4
- Gathered and reviewed information, prepared T2200 for 800+ employees
- Maintained tax team schedules and trackers, established workflow tracking sheet for succeeding Co-op analyst

**EDUCATION**

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<b>GRADUATE DIPLOMA IN TAXATION, UNIVERSITY OF WATERLOO</b>	09/2017-09/2018
<b>BACHELOR OF MANAGEMENT HONOR SPECIALIZED IN ACCOUNTING, WESTERN UNIVERSITY</b>	09/2013-06/2017
<b>CHARTERED PROFESSIONAL ACCOUNTANTS (CPA) PEP PROGRAM</b>	10/2021-PRESENT
<b>CHARTERED FINANCIAL ANALYST (CFA) PROGRAM, LEVEL II COMPLETED</b>	06/2021-PRESENT