



Harsha Thakkar

General Accountant, Tax Preparer & Reviewer

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PROFILE SYNOPSIS

Diligent, Dynamic and Highly-organized US Tax Professional equipped with 8+ year's record of delivering key significant contributions towards companies' continued business growth. Demonstrated competencies in various Taxation & Accounting functions including but not limited to Corporate & Individual Tax preparation, Tax Estimation, Foreign Tax compliances, General Accounting, Maintenance of Book of Accounts, and Administration & Client Relations.

Possesses ability to deliver stipulated tasks within the set time frame in a multicultural dynamic business environment. Very strong adept at legal and regulatory environment along with the trends in foreign exchange and **US GAAP**. Desirous for continuous learning with excellent analytical, problem-solving, decision making, organization, coordination, time management, communication, and inter personal skills.

Seeks a challenging work profile where skills and experience will have a valuable impact.

STRENGTHS & SKILLS

- + Competencies in General Accounting & Admonition
- + Sound Knowledge of various US taxation forms with foreign compliances
- + Accounts Receivables/Payables Management skills
- + Excellent numerical and keen eye for details
- + Possess Integrity, Creativity, Honesty & Teamwork
- + Sales Tax Return Of The United States (**US GAAP**)
- + Astute in Reconciliation /Cash & Accounts Management
- + Dynamic–Goal oriented–Vibrant Personality
- + Strong analytical and problem-solving skills

EDUCATIONAL QUALIFICATION

- ✓ Bachelor's Degree in Commerce – GLS University April 2017
- ✓ Masters In Commerce - Gujarat University June 2019

CAREERSNAPSHOT

- ✓ Tax Accountant- Entigrity Private limited Mar 2021- Jan 2023
- ✓ Customer Service Provider For U.S Accounting & Taxation
- ✓ Senior Account Associate– Freshco Food World Pvt Ltd Sep 2014 – Feb 2021

FMCG Industries

ACHIEVEMENTS

- ✓ Well-versed in various accounting package such as Tally ERP9, QuickBooks Xero and US taxation softwares like CCH profx, CCH Access, CCH Engagement, Drake and Lacerte.
- ✓ Consistently contributed to present and previous companies in safeguarding finances or frauds detection through preparing accurate accounting reports, ensuring reliability and worthiness–risk assessment.
- ✓ Successfully attained proficiency in analyzing issues in the field of accounting and financial operations.
- ✓ Showed integrity and strong work ethics in keeping confidentiality in official records as well as flexibility in working well in cross-functional teams-internal control.
- ✓ Performed assigned workload within definable enthusiasm, commitment, honesty, and dedication and drove towards contributing to continued business growth.

CORECOMPETENCY

Tax Preparer & Reviewer–

- Preparation of Individual Tax Returns having Proprietorship business, Expatriate wages, rental properties and other forms like 114, 1116, 8938 & 2555.
- Preparation of US Corporate and Partnership returns like 1120, 1120S & 1065 having foreign forms like 5471, 5472s and made required M-1 adjustments like Depreciation, Meals and entertainments, Gift expenses etc.
- Prepared tax estimates for corporates on basis of prior year financials as well as with current period's financials.
- Preparation of financial statements in excel file from the bank Statements and on the basis of that prepared the Tax return.
- Preparing work-papers and adding notes to it so that there viewer can easily get the information.
- with the clients regarding Missing Documents and any other communications like open items as required for the Job. Also self-reviewing the return before moving the task.
- Prepared and Filed Sales Tax returns for different states like Virginia, Ohio, New York etc.

Communication Coordination

- Communicated and interacted effectively with direct team & managers.
- Prepared and present proposals to implement company's strategy in the market to avail business opportunities.
- Utilized effective communication and interpersonal skills to address issues/problems or concerns.

Clients & Customer Relations

- Developed valuable business relationships with key clients. Evaluate programs in marketing productivity and customer support.
- Helped motivate the team to maintain a high level of sales & services to achieve the goals.

General Accounting–

- Process vendor and supplier invoices in a timely manner, verifying the accuracy, approvals & account coding in accordance with company policy. Prepare & maintain pre-authorize payments monthly or as required.
- Prepare cheques and associated reports, as required in accordance with company schedules. Analyze all Accounts Payable sub-ledger journals for posting to General Ledger monthly.
- Reconcile Accounts Payable, sub-ledger to General Ledger monthly, enter and reconcile checks cashed to accounting software monthly and respond to vendor inquiries as required.

Accounts Receivables

- Process all client or miscellaneous payments daily or as required to sub-ledger. Refer overdue accounts to Director of Finance for adjustments, write-off or collections.
- Maintain and distribute accurate listing of over due accounts and suspensions in accordance with company policies.
- Prepare accounting adjustment forms as needed, respond to client or payer accounting queries as required.

Accounts Payables

- Completes payments and controls expenses by receiving, processing, verifying and reconciling invoices.
- Charge expenses to accounts and cost centre by analyzing invoice/expense reports & recording entries.
- Pay vendors by monitoring discount opportunities, scheduling and preparing checks; resolving purchase order, contract, invoice, or payment discrepancies and documentation ensuring credit is received for outstanding memos, issuing top-payments or purchase order amendments.

General Ledger

- Assist the Finance Manager with monthly general ledger reconciliations as required.
- Prepare monthly bank reconciliations for approval of the Director of Finance. Assist with annual budget preparation as required.

General Office Support

- Act as point of contact on administration matters, provide executive-level administrative support to the entire organization and represent the company to new and existing clients.

IT SKILLS

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- ✓ Knowledgeable in SAP, Tally ERP9, CCH Axxess, Drake, CCH Engagement, Lacerte, CCH Profx
 - ✓ Proficient in MS Office application (Word, Excel, PowerPoint, Internet & Email, Outlook Application).
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PERSONAL DETAILS

Nationality : Indian
Date of Birth : 16 April 1997
Marital Status : Married
Languages : English, Hindi & Gujarati

