

Montu Prajapati

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Tax Preparer

Years of Exp - 2+

PROFILE

Responsible, reliable tax-preparer with over two plus years of industry experience, a strong work ethic, and an enthusiastic, team-oriented attitude. Having mathematical, analytical, and communications skills and solid working knowledge of tax software programs.

EDUCATION

- CA Inter (Pursuing)
- Masters in Commerce
- Bachelors of Commerce

EXPERIENCE

ENTIGRITY PVT LTD (Sept'20 – Present) (Designation – Consultant)

- I have handled bookkeeping of different industry in monthly, Quarterly and Annually basis, worked on Payroll gross up and preparation of Financial statement.
- Preparing and reviewing form 1040 Including Schedules Like Sch-A, Sch-B, Sch-C, Sch-D, Sch-E, Sch-F
- Understanding and reporting K-1s for 1120s & 1065
- Preparation and Review of Individual and corporate tax return (1040, 1120S, 1120C, 1065)
- Reconciliation of M1& M2 for business tax returns.
- Self-review prior year tax returns to identify missing information for current year
- Clear all diagnostics if any and self – review before handing over for further review.
- Organizing and bookmark Tax information in proper way.
- Passing required adjustment journal entries for tax return preparation.

SOFTWARE

- Ultra-Tax
- CCH-Axcess
- Drake
- Quick-Books (Online/Desktop)
- Microsoft tools

HOBBIES

- Travelling
- Watching Movies & Web Series

COMMUNICATION

Day to day communication with clients/staff of CPA firm to follow up regarding pending projects, new projects, request for additional Information& responding of their queries.