

JIGNESH PATEL

US TAX ACCOUNTANT

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📍 Ahmedabad, India

SUMMARY

Results-oriented US Tax Accountant with extensive experience in Business Formation, Payroll & Multi-State Sales Tax regulations in the United States. Seeking a challenging position in a dynamic organization where I can utilize my knowledge and experience towards the achievement of both organizational objectives and personal career goals.

EXPERIENCE

US Accounts & US Tax Executive (Remote)

HGCC LLC

📅 01/2021 - 05/2023

HGCC LLC is a CPA Firm in the United States of America that provides work remotely in India.

Financial Statement and Business Tax Return

- Maintained accounting processes for more than 100 clients such as Payments, Receipts, Accounts Payable, Accounts Receivable, Reconciliation of bank accounts, and Journal Entries including Depreciation.
- Reviewed general ledger accounts for accuracy and completeness of the information and Produced Financial Statements in accordance with Accounting Principles.
- Produced & Filed Business Tax Returns Forms 1120, 1120-S, and 1065 for more than 300 Clients.
- Performed quality assurance reviews on prepared Business Tax Returns before submission.

Individual Tax Return

- Produced & Filed Individual Tax Returns Forms 1040, and 1040-NR.

Payroll Processing, Payroll Tax Return and Multi-State Sales Tax Return

- Processed payroll for more than 150 Clients, ensuring accurate processing of payroll transactions including changes in pay rate, bonuses, overtime pay, garnishments, and other deductions.
- Prepared Payroll Tax Returns, Multi-State Sales Tax Returns for more than 150 Clients and submitted to appropriate departments.

Business Formation and License / Permit Application

- Formed Companies (LLCs and INCs), Applied Tax ID, Licenses and Permits for Retail Stores and Motel Businesses with appropriate departments.
- Renewed Licenses and Permits on a timely basis.

Client Communication

- Advised Clients on tax planning strategies to structure their financial affairs by way of investments or business operations.
- Assisted Clients with their business setup queries and ground support for their business establishment.
- Assisted Clients to Response to departments for the Tax Notice, Non-Compliance Notice and Audit Notice received.

Trainer and Manager

- Trained 15+ new employees hired in the Ahmedabad office in the accounting process, payroll processing, Payroll Tax Returns, Multi-State Sales Tax Returns, Financial Statements, Business Tax Returns, and filing procedures the Business and Individual Tax Returns.
- Managed the Business tax Return department and solved queries of the Internal Tax Return preparers.

EDUCATION

Masters of Commerce

Shree Narayana College of Commerce

📅 2013 📍 Ahmedabad, India

Bachelor of Commerce

New LJ Commerce College

📅 2011 📍 Ahmedabad, India

HSC

Gujarat Board

📅 2008 📍 Ahmedabad, India

SSC

Gujarat Board

📅 2006 📍 Ahmedabad, India

INDUSTRY EXPERTISE

Client Communications & Relationship



Business Tax Return Preparation, Review & Audit Defense (Form 1120, 1120-S, 1065)



Management of Business Tax Return Department & Queries Solution



Produce Financial Statements



Individual Tax Return Preparation (Form 1040, 1040- NR)



Payroll Processing, Payroll Tax Return & Multi-State Sales Tax Return Filing



Business Formation (LLC and INC) & License / Permit Application



Software - QuickBooks & Drake Tax



Federal & State Regulatory Compliance



EXPERIENCE

- Prepared and filed year-end reports like W2s, 1099s, Business Personal Property Tax Returns.
- Prepared amended returns when needed based on changes as per client information or IRS audit findings.
- Utilized QuickBooks software for payroll processing and accounting reports such as Reconciliations, General Ledger, Profit & Loss Statement and Balance sheet.
- Utilized Drake Tax software to produce Business and Individual Tax Returns.

General Accountant

Gofa General Trading LLC 📅 02/2017 - 12/2020 📍 Dubai, UAE

Gofa General Trading LLC is an Export Company that exports Cars, Spare Parts & Household Items.

- Maintained all regular accounting processes such as Accounts Payable & Accounts Receivables, Journal Entries.
- Administer all bank transactions & Bank account reconciliation processes on a monthly basis.
- Maintained integrity of general ledger including the chart of accounts.
- Prepared Financial Statements by collecting, and analyzing account information and trends.
- Prepared VAT data & Filed quarterly VAT returns.
- Analyze and forecast financial requirements for an organization.

Finance and Accounts Executive

Tumoooh Consulting Services 📅 08/2015 - 02/2017 📍 Muscat, Oman

Tumoooh Consulting Services (TCS) provides Finance and Management consulting services to clients from different Industries. At Tumoooh Consulting Services, I was independently handling the below described assignment for our Client:

Taageer Finance Co. S.A.O.G. - Oman

Taageer Finance company is one of the leading Non-Banking Finance Companies in Oman which provides financial services to Retail and Corporate customers.

- Preparation of Cash Report of daily Cash Transactions to avoid any discrepancy in Cash.
- Planning of Weekly Treasury and Preparation of Treasury Reports maintaining Fund Flow.
- Preparation of Bank Reconciliation Statements for accounts which are having daily transactions of more than 5 million (OMR).
- Analysis and comparison of Bank Charges and Bank Interest debited by Bank with the Accruals and given charges schedule.
- Accounting of Debit and Credit Notes, and Day-to-Day accounting of returned cheques.
- Reconciliation of Dealers and Dealers Commission Accounts, Receivables and Payables Account.
- Assisted to prepare monthly, Quarterly Management Information System.

Accountant and Financial Analyst

Sen7 Innovations Pvt. Ltd. 📅 08/2014 - 08/2015 📍 Ahmedabad, India




Sen7 Innovations Pvt. Ltd. is a manufacturer of Home Automation Control Units, Centralized Switch Board, Feather Touch Switch Board & Switches and RGB Controller.

- Accounting and MIS reporting.
- Preparation of Cash & Bank Reconciliation and monitoring unreconciled items.
- Verification of process flow & correctness of documentation with regard to purchase.
- Preparation and filing of Tax returns Value added Tax (VAT-Sales Tax) and Tax deducted at Source (TDS- Income Tax).
- Verification of Physical Stock and reporting differences noted to management.

LANGUAGES

English	● ● ● ● ●
Hindi	● ● ● ● ●
Gujarati	● ● ● ● ●

STRENGTHS

-  **Team-work**
Believe in team work to enhance the performance and perfection to complete the work before deadline
-  **Work-Ethic**
Always have gone the extra mile to fulfill the requirements of given projects.
-  **Problem solving**
Analyze problems to find causes, find possible solutions

ADDITIONAL EXPERIENCE

Articled Trainee

Devpura Navlakha & Co.

📅 02/2013 - 08/2014 📍 Ahmedabad, India

Devpura Navlakha & Co. is a Chartered Accountant firm.

Major Client:

- State Bank of India, India Overseas Bank & Saurashtra Fuels Pvt. Ltd.

Areas Covered:

- Audit Planning
- Revenue Audit & Statutory Audit of State Bank of India.
- Identification of Non-Performing Assets and verification for adequacy of provisioning.
- Preparation of CARO Report as required by Company's Law and documenting supporting.

Tax Audit:

- Calculation of depreciation as per the Income Tax Act on a Block basis / quantifying disallowed expenditure and reconciliation of book profit and profit as per Income tax.
- Examination of Books of Accounts maintained and method of accounting followed.
- Verification of Stock & Debtors and vouching of Purchases, Sales & Expenditures.
- Closing stock valuation
- Calculation of accounting ratios as required in the Tax Audit Report

SYSTEM PROFICIENCY

- QuickBooks
- Drake Tax
- Microsoft Office
- Tally ERP
- Banking OS (Finacle)