

Navrisham K Khaira, E.A.

B. Com, M. Com (1) P.G.D.C.A.

Enrolled Agent License # 133985

Membership with Yuba City Chamber of Commerce

navrishamk@gmail.com

[Cellphone# 530-300-4959](tel:530-300-4959)

Objective: I am interested in offering my skills expertise in Annual income Tax Prep, Resolution, plus Accounting & Payroll with Excel expertise with other Public Accountants in the Accounting & Tax Industry. I have my own leased office to offer assistance at remote.

Software Expertise in:

Intuit Lacerte, Ame 2.0, CFS Payroll Preparer & CFS Sales Tax Preparer, Intuit Easy Acct Professional Series, Microsoft Office = Microsoft Word, Excel, Power Point, Outlook, QuickBooks, Dropbox, Auto entry, Jetpack Workflow, Xero, Drake Tax Software.

Professional Experience:

Peter Holtz CPA, Lathrop & Sacramento CA

Jan to May 2021

- **Staff Accountant / Junior Auditor:** Reviewing Last 2-year records of client including tax returns and Trucking Accounting Software, Reconciliation of accounts, Verification with management and drafting letter for Loan balances verification, tracking and field investigation, compliance reporting etc.
- **Onboarding:** Visiting client site to understand the workflow for guides with Accounting and Tax issues.

Nancy Lynn Szczepanik CPA, Sacramento CA

Jan 2021

- **Tax Accountant:** Preparation, reviewing, analyzing, final client copy preparation process of Individual, Partnership, S-corps, LLC, Corp Income Tax return.

IBS Tax Services, Inc., Yuba City, CA

2016 – 2020

- **Tax Accountant** for more than 100 Stores, Located on Sacramento, Roseville, & Yuba City etc. Entering & Analyzing the Monthly/ Yearly. Reporting good numbers on behalf of Clients Personal/ Business Tax Returns Like for Sole Owner, S-Corps, Partnerships, LLC etc. Requesting the missing information and verifying the things are right as per laws, identifying if any sort of manipulations conducted by clients. Filing Tax return Extensions
- **Book – Keeper** of 50 Stores includes (Retail Grocery, Gas Stations, Convenience Stores, Hotels, Tire Shops) Located on Sacramento, Roseville, & Yuba City. I am Entering as the Client's monthly Paperwork as A Data Entry, Designing Bi-Weekly, Semi – Monthly, monthly Payroll Reports for Client & Payroll Stubs for Client's Employees & tracking the invoices. I always make sure all the entries are reported under specific general Ledgers & at the end these ledgers reporting correct numbers on Financial Reports

- **Monthly Sales Tax Submitter** on the behalf of more than 50 Stores to California Dept. of Tax and Administration, and at the end of quarterly/Yearly Reports
- **Payroll Clerk** - Designing W2's, Pay Reports & Stubs for Client & Client's Employees, making Monthly/Quarterly Payroll Deposits to IRS & EDD based on Payroll Reports.
- **Front Desk Assistant** – Answering and resolving various issues of clients related to Taxation/Financials & Payroll Reports, Greeting & Attending Clients Professionally.

Degrees & Achievements:

- **The Complete Financial Analyst 2020 – Udemy (Online).**
- **Tax Accountant, Enrolled Agent License no.#. 133985**
- **Registered Tax Preparer, CTEC License no.# A293049.**
- **Accounting Fundamental Class from Yuba College - Community Education Program.**
- **Master's in commerce, from Guru Nanak Dev University, Amritsar India.**
- **Post-Graduation Diploma in Computer Application, from Guru Nanak Dev University, Amritsar India.**
- **Bachelor's in commerce, from Guru Nanak Dev University, Amritsar India.**
- **Language known: Hindi, Punjabi, & Urdu other than English language**