

Yamini Nayak

Tax Accountant



Ahmedabad, Gujarat 382443



Yamini Nayak



8141872495



Yamininyk@gmail.com

Detail-oriented team player with strong organizational skills. Ability to handle multiple projects simultaneously with a high degree of accuracy.



Skills

Client Relationships

●●●●●
Excellent

Federal and state tax returns

●●●●●
Excellent

XERO

●●●●●
Excellent

Intuit QuickBooks specialist

●●●●●
Very Good

Team Player

●●●●●
Excellent



Work History

Tax Accountant Consultant

Entegrity Pvt Ltd., Ahmedabad, Gujarat

- Prepared federal and state income tax returns for individuals, businesses, trusts, estates and non-profits.
- Conducted tax reviews and compilations to identify potential exposure areas and provided suggestions.
- Remained educated in all current tax laws for both US and foreign countries.
- Performed tasks under limited supervision related to income tax compliance such as returns(1040,1041,1065, 1120, 1120S), extensions, forecasts and tax provisions for business sectors and corporate heritage business units.
- Lead team of 10 and supervise their work on daily basis, to maintain clean and proper records
- Gained strong leadership skills by managing projects from start to finish.

Tax Accountant Associate

Entegrity Pvt Ltd., Ahmedabad, Gujarat

- Proven ability to develop and implement creative solutions to complex problems.
- Prepared more than 500 Individual(1040), Partnership(1065), Scorp(1120S), C corp (1120) through out single tax season.
- Used critical thinking to break down problems, evaluate solutions and make decisions.
- Prepared year end financial statements for tax clients.
- Completed paperwork, recognizing discrepancies and promptly addressing for resolution.
- Add, Categorize and reconcile transactions for various clients in QBO & XERO.



Education

Bachelor of Commerce: Accounts & Finance

Gujarat University - Ahmedabad



Accomplishments

Best Productive Employee of the year 2022

2022-04 - Current

2021-03 - 2022-03

2015-06 - 2018-05