[Sikandersana48@gmail.com](mailto:Sikandersana48@gmail.com)

9059964017

Hyderabad

**Sana Sikander**

**Profile Info**

Working as a Tax Associate with Ryan India Tax Services with main focus on consulting in sales and use tax providing refund opportunities for clients.

**Work Experience**

**Tax Associate** at Ryan India Tax Services from August 2020-present

* Invoice scheduling task to determine the amount of tax paid by the client.
* Pulling or Extracting invoices from client website.
* Specializes in providing sales and use tax consulting services to clients in the

retail, oil and Gas, Manufacturing industry

* Experienced and efficient in handling Taxability Scheduling.
* Performing tax research to determine Taxability of various goods and services using research tools like Commerce Clearing House and Department of revenue of various states.
* Performed research task for the state of Kansas and Vermont to find out the Taxability of Electricity in each city.
* Responsible for maintaining the deadlines and making sure that the work is delivered with the set quality standard

**Skills**

* M S Excel
* Good Written and Verbal Communication skills
* Good Interpersonal Skills
* Ability to Multi-task
* Good Team player

**Educational Qualifications**

* Masters from Arts College, Osmania University
* Graduation from St. Francis Degree college for women
* Intermediate from St. Francis Junior college for women
* ICSE from St. George’s Girls Grammar School