*****SHABISTA***

Email: shabista.150577@2freemail.com

# *Objective*

To be a part of an organization and work with highly motivated, energetic individuals with knowledge and creativity.

# *Personal Skills and Accomplishments*

* Excellent communication with interpersonal skills
* Excellent analytical and decision making skills.
* Good knowledge of accounting principles
* Self-motivated, Ability to prioritize make routine decisions independently
* Quick learner and have under gone multiple process and tool training and deliver with accuracy and speed.
* Enthusiastic and an efficient team player.
* Eye for detail to maintain quality.
* Ability to manage time by prioritizing work and multitasking.

# *CORE COMPENTENCIES*

 **Worked on the Go System and One Source.**

Good communication and organizational skills. Comprehensive knowledge of sales and ability to apply tax principles. Extensive knowledge of accounting income tax and tax preparation programs.

Knowledge of **Microsoft Office, Word, Advance Excel, Power point, Outlook.**

Good time management with excellent analytical skills. Ability to handle confidential information with complete discretion. Detail oriented with ability to handle multiple tasks.

# *EMPLOYMENT*

**Advance Tax Analyst (US Taxation) Ernst & Young | Bangalore 2013-2016**

* Preparing Excel work books using trial balance and coding incomes and expenses to the right code to set up the preparations of the tax returns.
* Working on Excel spreadsheets to perform calculations and arriving at the final Taxable Income
* Using excels functions and formulas to prepare excel work papers.
* Filing the reviewed tax returns on behalf of the client. .
* Communicating with Senior Managers, Managers and seniors in the USA via email.
* Sending daily update on the progress of work and bringing forth any issues either related to tax technical or technology tools.
* Using e-Docs which is the software used for saving all client related document and work papers.
* Worked on the preparation and review of forms and the work paper **of 5471, 8865, 8858 etc Forms**
* Comprehensive knowledge to apply tax principles for tax payers.
* Extensive knowledge of accounting income tax and tax preparation programs.
* Good operational and quality check ability with dynamic problem solving abilities.
* Good communication and organizational skills.
* Review product margins to identify opportunities to maximize profit growth.
* **Worked on Collateralized Debt Obligation and the preparation of Tax Package as per the requirement.**

# *ACHIEVEMENTS*

* Was rewarded for Excellency in Client Support & Quality of Tax Returns with

##  ***“EXTRA MILER” award in 2014 as a Tax Analyst.***

* Was rewarded for Excellency in Client Support & Quality of Tax Returns with

##  ***“EXTRA MILER” award in 2015 as an Advanced Tax Analyst.***

# *EDUCATION*

|  |  |
| --- | --- |
| * **MBA** (Finance and Marketing) *Bangalore University*
 | 2013 |
| * **BCA** from *West Bengal University*
 |  2011 |
| * **Senior Secondary** from *Delhi Public School (CBSE)*
 | 2008 |
| * **High School** from *Delhi Public School* (CBSE)
 |  2006 |

# *PERSONAL INTERESTS*

Shopping | Traveling | Reading |

# *REFERENCES*

References are available on request.