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## Tax Processor Resume

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### Job Objective

Seeking a position as Tax Processor with a growing organization.

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### Highlights of Qualifications:

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- Wide experience in tax processing, accounting and bookkeeping
  - Profound knowledge of technology updated tools as available in office
  - Operational knowledge of software used for processing tax
  - Familiarity about ascertaining and filing tax returns for individual accounts
  - Skilled at problem solving, process analysis and time management
  - Ability to learn using company procedures to assess client files and related info
  - Ability to work on more than one event simultaneously during busy period
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### Professional Experience:

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Tax Processor

The McIntyre Group, Grand Rapids, MI

August 2007 – Present

- Prepared, arranged and filed different tax returns for respective tax practice.
- Updated and maintained internal databases concerned with client data and filing calendars.
- Administered and managed paperwork and tax returns electronically.
- Provided assistance for file maintenance in electronic medium utilizing retention database from internal documents.
- Supported tax processing department with related activities and tasks.
- Processed and reviewed packages for income tax return.
- Provided assistance to office staff for facilitating mailing.

Tax Processor

Airgas Inc., Grand Rapids, MI

May 2004 – July 2007

- Ensured to interact effectively with clients and maintain regular correspondence.
  - Processed faxes and ensured to receive back having required information.
  - Attached fax to respective client's account and highlighted necessary fields to confirm fax received.
  - Received and sorted mails, fax and other packages to designated areas.
  - Received, checked and distributed voicemails to respective team.
  - Verified mortgage companies reports to ascertain missed payments, matched bills to issued checks, retrieved system data and delivered suitably to clients.
  - Identified mailing procedure and created information requests for fund allocation to supervisor.
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### Education:

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Bachelor's Degree in Accounting

Le Moyne College, Syracuse, NY

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