**Sample Tax Accountant Resume Template by jobz.pk**

*NIDA MUSARAT*

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**Career Objective**

As a tax accountant with over 8 years of varied experience in corporate, partnership and individual tax issues, I am knowledgeable in tax provisions that are applicable. I can predict problem areas and reconcile them. I am essentially a team player and have demonstrated good leadership skills in my previous jobs.

**Educational Background**

Masters in Business Administration, 2005

Masters in Taxation, 2003

B.S in Accounting, 2001

**Work Experience**

**2010-Present**: Tax Accountant, Sheehan Cargo, Islamabad.

**Responsibilities**

* Prepared and filed Sales and use tax returns
* Extensive research on tax issues, new laws, provisions
* Handled all kinds of tax returns including, corporate, partnership and individual
* Financial forecasting and analysis

**2008-2009**: Tax Staff Accountant, Musrat Associates Firm, Karachi

**Responsibilities**

* Handled payroll, sales and property returns
* Created spreadsheets, reports
* Tax filings and returns
* Devised new benefits package for staff

**2006-2007**: Senior Accountant, Iqbal Law and Association, Karachi

**Responsibilities**

* Managed accounting entries
* Journal entries, ledger entries
* Bank book and cash book entries
* Helped generate financial statements

**2005-2006** Accountant, Max International NGO, Islamabad

**Responsibilities**

* Journal and ledger entries
* Wrote books of accounts
* Bank reconciliation statement data collection

**Skills**

Proficient in MS Word and MS Excel,

Excellent Accounting knowledge

Proficient in accounting software

Tax expert

**Achievements**

* Devised new benefits package
* Extensive research and documentation of tax provisions and methods