

ROBERT SMITH

Senior Tax Analyst

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

One year of experience as a Sr. Tax Analyst. Goal-oriented and dedicated to high levels of customer satisfaction and meeting aggressive business goals. Dependable and Hardworking with specialized knowledge in Management and Customer Service as well as sales.

CORE COMPETENCIES

Clerical Sales, Marketing Judgment, Decision Making, Social Perceptiveness, Administration, Management, Judgment And Decision Making Customer And Personal Service Negotiation Complex Problem Solving Computers And Electronics.

PROFESSIONAL EXPERIENCE

Senior Tax Analyst

Community Tax Relief - January 2015 – April 2015

Key Deliverables:

- Maintain records for each case, including contacts, telephone numbers, and actions.
- Provide guidance based on research on transaction tax laws and regulations.
- Conduct outgoing calls to possible prospects struggling with IRS tax debt.
- Enroll clients in the investigation phase, which begins by filing a tax authorization.
- Information form 8821 with the IRS and/or the appropriate form for the state taxing.
- An authority on the clients behalf in order to obtain a complete record of their account.
- After this, our specialized attorneys a CPAs will make a phone call on the clients.

Store Manager

Ok Grocery - September 2014 – December 2014

Key Deliverables:

- Provide customer service by greeting and assisting customers, and responding to customer inquiries and complaints.
- Direct and supervise employees engaged in sales, inventory-taking, reconciling cash.
- Monitor sales activities to ensure that customers receive satisfactory service and quality goods.
- Inventory stock and reorder when inventory drops to a specified level.
- Hire, train, and evaluate personnel in sales or marketing establishments.
- Examine merchandise to ensure that it is correctly priced and displayed and that it.

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- Perform work activities of subordinates, such as cleaning and organizing shelves and displays and selling merchandise.

EDUCATION

High School Diploma - June 2013(Garland High School - Garland, TX)

