

MADHUMATHI SAIPRASAD

Education:

CPA candidate

University of Madras – India [October 1998 – October 2001]

- Bachelor's Degree in Commerce (Accounting, Finance, Economics)

Madurai Kamaraj University – India [November 2001 – November 2003]

- Master's Degree in Commerce (Accounting, Finance, Economics)

Certification courses:

University of Phoenix

- Corporate Taxation Course [November 2015 to December 2015]

H & R Block

- Individual Taxation Course [September 2014 to November 2014]

Software skills:

- ✓ Microsoft Word, Microsoft Access
- ✓ CCH prosystem fx
- ✓ Quick books online and desktop
- ✓ Proseries
- ✓ Ultra-Tax CS Professional Suite

Work experience:

January 2021 – Present – Anthony & Dodge – 1 year

Working as staff Accountant

- Preparation of individual, corporate, partnership and non-profit tax returns.
- Preparation of supporting Workpapers through QuickBooks for Corporations and Partnership.
- Responding to IRS tax notices and letters.
- Preparation of multi state tax returns.
- Preparing financial statements and bookkeeping functions.
- Preparing tax projections and estimated tax payments for individual tax returns.

(December 2019 – September 2020) – Shaheen, Pallone & Associates – 10 months

Worked as a staff accountant

Duties include:

- Preparation of individual, corporate, partnership and trust tax returns.
- Preparation of supporting Workpapers through QuickBooks for Corporations and Partnership.
- Responding to IRS tax notices and letters.
- Preparation of multi state tax returns.
- Preparing financial statements and bookkeeping functions.
- Preparing tax projections and estimated tax payments for individual tax returns.

(October 2018- October 2019) – Henry C Kulik JR CPA LLC-1 year

Worked as a staff accountant

Duties include :

- Preparation of individual, corporate, partnership and trust tax returns.
- Preparation of supporting Workpapers through Quick books for Corporations and Partnership.
- Responding to IRS tax notices and letters.
- Preparation of foreign and multi state tax returns.
- Preparing financial statements and bookkeeping functions.
- Preparing needed adjusting journal entries and opening balance adjustments for corporate workpapers.
- Preparing business valuation reports for the companies.
- Preparation of home office deductions for the tax returns.
- Analyze and prepare financial statements.

(May 2016- September 2018) AccountTax Associates LLC - 2 yrs 4 months

Worked as a staff accountant

Duties include:

- Performing bank reconciliations for bank and credit card accounts for companies
- Processing Payroll for the companies in ADP and Paychex
- Preparation of individual (1040) and corporate tax returns (1120 S and 1065)
- Preparing cost reports for the companies
- Performing payroll journal entries and General ledger accounting for the companies
- Performing filing of 1099 and Annual Report forms
- Perform duties related to A/P and A/R, bank reconciliations.

Work Experience (2014, 2015 & 2016) - H&R BLOCK – 2 yrs 3 months

Worked in H&R Block as in individual tax preparer (from January 2014 to April 2016)

Duties include:

- Responsible for income tax preparation for individuals
- Identifies potential tax credits and liabilities and ensures accurate and complete returns are filed in a timely manner.
- Completes tax forms in accordance with policies and in compliance with legislation and regulations.

Work Experience (2003 – 2004) - 1 year

Worked as Office Assistant in University of Madras, Chennai, India for 1 year (Jan 2003 to Jan 2004)

Duties include:

- Monitor and Maintain office supplies.
- Answering phone calls.
- Assisting the manager in clerical duties.

Worked as Accountant in Exide Batteries, Chennai, India for 6 months (Jan 2004 to June 2004)

Duties include:

- Preparing vouchers and invoices.
- Reconcile A/R and A/P
- Maintaining Cash receipts and cash payments

Worked as Accountant at PMR Higher Secondary School, Chennai, India for 4 months
(Jul 2004 - Nov 2004)

Duties include:

- Maintaining the entire accounting department
- Preparing invoices and vouchers
- Prepare and examine financial records.
- Maintaining General ledger accounts
