**Elizabeth Giffy** Pattanipuraikal House, 21/1232 B,

Mob: 8714105993 Sastha Temple Road,

E mail: giffyelizabeth@gmail.com Palluruthy

 Cochin - 682006

**Objective**

Self driven, proactive and goal oriented professional offering more than two years of experience within a professional service firm. Adept in Administration, Client Management and Reporting. Seeking to contribute to a tireless work ethic and team oriented approach within a full time role.

**Job Profile**

**Associate in US Corporate Taxation**

 Prepares US federal & state returns for corporate. Advice clients on how to minimize tax liability, inform them on any tax changes that affect them and ensure compliance with taxing agency requirements.

**Job Profile**

**Associate, US Tax**

**KPMG**

**26th October 2015–15th June 2018**

**Started career as a US individual Tax Associate for RX Program in KPMG Global Services Pvt. Limited & then completed 5 tax seasons in corporate tax.**

Work handled in Individual Tax

* Analyzing the discrepancy in tax due amounts and solving the issues by making required actions.
* Determination of beneficial type of Tax returns for Clients by following US Tax law.
* Preparation and e-filing of Individual tax returns.
* Initial review of tax returns prepared by tax return processors.
* Ensure that the engagement specifications are properly incorporated in to the tax returns.
* Give feedback to the processors on their preparation for improving quality and efficiency.
* Track the progress of tax return preparation.
* Reporting to the supervisors periodically.

Work handled in Corporate Tax

* Managed day-to-day operations and global coordination of assignee tax services and worked on client accounts, both large and small, providing U.S. tax services for U.S. expatriates and foreign nationals.
* Advised clients in administration of company tax programs and assisted in development and review of tax equalization and international assignment policies.
* Prepared tax returns and work papers for corporations, partnerships and individuals Prepared federal state client tax returns, including 1040, 1120S and 1065.
* Performed ongoing financial management and accounting functions, including compilation, tax research and analysis.
* Prepare form 990 and 990-T for over credit unions and other tax-exempt entities.
* Prepared detailed tax work papers in coordination with KPMG tax filing standards.
* Prepared tax returns for small to midsized multi-state corporations, partnerships and small corporations.
* Performed calculations on foreign tax credits and filed foreign reports such as Form 5471, 5472 and FinCen-1140.
* Prepared federal consolidated and pro-forma 1120 tax returns and state returns in GoSystems under firm deadlines and successfully submitted them to the IRS.
* Assisted in preparation of yearly and quarterly projections for high net worth clients. Prepared multi-million tax returns for US corporations that involve M-3 adjustments.
* Generated corporate and individual quarterly estimates to prevent immense tax liabilities.

**Worked with A.S.Narayana Swami & Co., Chartered Accountants, Cochin (From 21-08-2013 to 01-10-2015)**

* Worked on tax audit of Partnership and individual firms, finalization of accounts.
* Preparation & e-filing of Income Tax Returns, Service Tax Returns, VAT Returns.
* Assisted in Revenue Audits while working under Chartered Accountant.

**Educational Qualification**

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| **Qualification** | **School / college** | **University /Board** | **Stream** | **Year of passing** | **Percentage of marks** |
| **M Com** | **St.Albert’s College, Ernakulam.** | **MG****University** | **Finance** | **2013** | **80** |
| **B.com**  | **Aquinas College,Edacochin** | **MG University** | **Marketing** | **2011** | **82** |
| **HSE** | **St. Peter’s HSS,****Kumbalanghi, Cochin** | **BHSE** | **Commerce** | **2008** | **81** |
| **SSLC** | **O.L.F.H.S, Kumbalanghi, Cochin** | **Govt.of Kerala** |  | **2006** | **75** |

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**Computer Skills**

* Tally 9, Winman Software
* Taxation software GoSystem and Onesource
* MS Office Suite and Internet Applications

**Strengths**

* Ability to take Quick decisions
* Creativity and positive attitude
* Commitment and Sincerity
	+ - A go-getter with strong communication, coordination, analytical &

 networking abilities.

**Special Interest**

 Drawing

Singing

**Areas of Expertise**

* Office Administration
* Public relation
* Client Management
* Management reporting
* Database Administration
* Problem Resolution
* Research/Reporting

**Personal Information**

**Age& Date of Birth** **:** 29, 05th April 1990

**Sex :** Female

**Marital Status** **:**  Married

**Languages Known:**  English, Malayalam, Hindi and Telugu (Speaking Only).

Place : Palluruthy

Date : 14/09/2019 **Elizabeth Giffy**