

## **Elizabeth Giffy**

Phone. No: 0484 – 2328405

Mob: 8714105993/9946338927

E mail:giffyelizabeth@gmail.com

Pattanipuraikal House, 21/1232 B,  
Sastha Temple Road, Palluruthy P.O  
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**

**26<sup>th</sup> October 2015–15<sup>th</sup> 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 firmdeadlines 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**

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

**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).

## References

Mr. A S Narayana Swami  
Chartered Accountant  
A.S.Narayana Swami & Co.  
1<sup>st</sup> Floor Matsun Towers  
Mullasery Canal Road  
Ernakulam P.O, Kochi-682011  
Ph: 9447302020  
Office:- 0484 - 2383602

Mr. Mohammed Ajaz  
Former Team Leader at KPMG  
Currently Manager at PWC  
RMZ,Lattitude  
Commercial Hebbal  
Bengaluru  
Pin:- 560024  
Phone:- 8907000260

Place : Palluruthy

Date: 03/01/2020

**Elizabeth Giffy**