**Martin J. Philips**

3217 Romines Mill Road

Arlington, TX 76011

Phone: 214-193-9103

Email: martin.philips@anymail.com

**Job Objective:**

Certified, detail-oriented, and experienced Tax Accountant seeking a senior position with 'ABC Incorporation' to use my extensive background and expertise in assisting individual or corporate clients with handling taxation procedures, and preparing accurate reports.

**Summary of Skills:**

* Expertise in tax-related duties, and sound knowledge of Generally Accepted Accounting Principles (GAAP)
* Proficiency of working with accounting software, and various computer applications like analyzing Spreadsheets
* Skilled in reviewing general ledgers, year-end financial reports, and reconciling tax documents
* Capable of researching and effectively communicating tax issues to the management while suggesting possible solutions
* Team-player with exceptional organizational skills
* Strong interpersonal and time management skills

**Work Experience:**

Junior Tax Accountant

Grant Thorton LLP, Arlington, TX

March 2016 – Present

* Assisting team in preparing summary, expense reports, and updating clients' accounts
* Balancing tax ledger accounts and assisting in the resolution of outstanding issues
* Handling journal entries, account payable, and bank deposit duties
* Answering mail or calls to address the tax related questions from clients and clearing their doubts
* Preparing tax compliance reports for the firm as well as clients to discuss decisions with the account managers
* Maintaining an up-to-date knowledge of the federal tax laws and regulations, including new filing practices and taxation deadlines
* Visiting clients' offices, and collecting important documents necessary for tax filing

Tax Associate

FantaSea Financial Services Pvt. Ltd., Arlington, TX

December 2014 – February 2016

* Provided clients with authenticate solutions to cut down tax by reviewing accounting documents
* Took responsibility to complete tax planning and research, and developed knowledge of international taxation laws
* Assisted in performing various duties like creating, requesting quarterly checks from the clients, and mailing federal/state estimated vouchers to them
* Collaborated with the team to work in tax specialty areas, including individual or corporate taxation during the financial year-end
* Understood federal tax regulations and accounting pronouncements to perform reconciliations as required
* Coordinated with the supervisor to serve as an international adviser to clients on tax issues
* Worked with the team to provide advice to clients regarding international business transactions

**Internship:**

Accounting Tax Intern

Matthews International, Arlington, TX

August 2012 – November 2014

* Provided assistance to clients in filing returns in compliance with corporate income tax laws, and gave estimated tax payments
* Worked on a wide range of tax specialty areas, including accounting methods and periods, corporate or individual taxation, private client services, and non-profit organizations
* Assisted the team in the preparation of tax returns of clients, US GAAP financial statement reporting, and maintenance of documents
* Provided clients' accounting data to the team for tax calculation
* Developed a firsthand understanding of working for a CPA firm and the various tax accounting procedures
* Participated in an intensive tax preparation training course, and understood the federal taxing laws
* Provided courteous and prompt services to the internal team and clients to answer queries

**Education:**

* Master's Degree in Finance  
  University of Texas, Arlington, TX   
  2012
* Bachelor's Degree in Accounting  
  University of Texas, Arlington, TX 76019   
  2010

**Certification:**

* Certified Public Accountant  
  2014

**Reference:**

On request.