**Heriberto M. Mobley**

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**Career Summary:**

Dynamic, experienced and high qualified tax analyst with comprehensive knowledge about different accounting policies, tax policies, and complete tax filing procedures. Strong business acumen with superb work ethics and a team player. Highly motivated and focused on getting the best results for business and clients.

**Summary of Skills:**

* Thorough knowledge of state and federal tax laws and regulations
* Comprehensive knowledge about basic accounting and different financial methods
* Proficient in preparing individual tax returns along with provisions for tax deductions, pension plans and others
* Complete knowledge about sales and can apply appropriate tax principles
* Able to handle excel sheet and other computer applications related to taxation
* Proficient in organizational, administrative and interpersonal skills

**Work Experience:**

Junior Tax Analyst

ABC Company, Cincinnati, OH

October 2015 – Present

* Training new recruits on tax-related software and improving the efficiency of the department by 25%
* Managing all work associated with local and federal income tax, excise duties, transaction, and property tax
* Assisting tax managers to calculate various state and federal income tax provisions
* Preparing all tax records and maintaining tax return balance sheets
* Calculating accurate tax payments for the company and predicting an income on monthly basis
* Evaluating financial status of the organization and attending audit meetings

Junior Tax Analyst

XUZ Company, Cincinnati, OH

February 2012 – September 2015

* Prepared excel work books with the help of trial balances and modified codes to generate the right income and expenses to get correct tax returns
* Maintained a distinct entity to compute tax related functions after doing an extensive research and analysis
* Filed tax returns on behalf of clients after reviewing them appropriately
* Prepared corporate and partnership tax returns as per the mandate code sections laid down
* Collected information about tax packages and prepared tax account reconciliations
* Performed analysis and reviewed financial statements for checking accuracy

**Education:**

* Bachelor's Degree in Corporate Tax Management   
  ABC University, Cincinnati, OH   
  2011

**Reference:**

On request.