



MICHAEL ANDERSON

Personal Tax Auditor

Experienced Tax Auditor with a specialization in personal tax compliance and advisory services, dedicated to assisting individuals and small businesses in navigating complex tax regulations. Expert in preparing and reviewing tax returns, ensuring accuracy and compliance with local and federal laws. Proven ability to build trusting relationships with clients, providing personalized service and tailored tax strategies.

WORK EXPERIENCE

Personal Tax Auditor

2020-2023

Client-Focused Tax Services

- Prepared and filed personal tax returns for individuals and small businesses.
- Conducted thorough reviews of financial documents to ensure accuracy and compliance.
- Provided personalized tax planning advice to clients based on their financial situations.
- Maintained a strong client relationship through regular communication and updates.
- Educated clients on changes in tax regulations affecting their returns.
- Assisted clients in navigating audits initiated by tax authorities.

Tax Associate

2019-2020

Tax Solutions LLC

- Supported senior auditors in preparing tax returns for various clients.
- Conducted preliminary reviews of financial records for compliance.
- Assisted in client consultations regarding tax planning.
- Maintained organized files and records of client documentation.
- Participated in training sessions on tax compliance updates.
- Engaged with clients to gather necessary information for tax filings.

ACHIEVEMENTS

- Achieved a 98% client satisfaction rate through personalized tax services.
- Successfully assisted clients in reducing tax liabilities by an average of 15% through strategic planning.
- Recognized as 'Employee of the Month' for exceptional client service.

CONTACT

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EDUCATION

Bachelor of Science in Business Administration

University of Commerce
2015

SKILLS

- Personal Tax Compliance
- Tax Advisory
- Client Relationship Management
- Financial Review
- Tax Legislation
- Organizational Skills

LANGUAGES

- English
- Spanish
- French