



AHMED REZA

TAX ASSOCIATE

CONTACT

PHONE:
(91) 7998303615

ADDRESS: 14/H/8 Bibi Bagan Lane,
Kolkata – 700 015, West Bengal, India

EMAIL: rezaahmed1986@gmail.com

HOBBIES

Surfing Net
Watching Movies
Outdoor Sports

SUMMARY OF QUALIFICATIONS

I am a highly organized, focused, and hardworking individual. Experienced in fast-paced, high-pressure environments and equipped with the appropriate skills to handle multiple tasks and responsibilities. I have efficient communication skill to present my points precisely. I can work effectively and efficiently with minimal supervision.

EDUCATION

Maulana Azad College, Kolkata
2009 - 2011
Bachelor of Commerce from IGNOU.

Md. Jaan Higher Secondary School
2003 – 2005
W.B.C.H.S.E (Science Stream).

Albany Hall Public School
2003
ICSE (Science Stream).

WORK EXPERIENCE

Expat US Tax Pvt. Ltd - Senior Tax Associate.
Jan 2019–Till date, Preparing US expats individual tax return (1040/Fbars etc.)

WIPRO- Senior Associate(2008-12)/SME(2012-14)/Trainer(2015-16) Jun 2008–Mar 2017, Worked for UHG (health insurance) claim adjudicator.

Kankei Relationship Marketing Services Pvt. Ltd – Customer Care Exe.
Aug 2007–Jun 2008, Worked for Vodafone customer support.

SKILLS

- **Tax Associate (grade-III)** – Enjoy preparing complex individual tax returns and take personal pleasure in keeping the clients' tax liability to a minimum. I have also been preparing complex tax form like the 8621, 5471, 8865, 3520 & 3520A. Also enjoy in researching new tax laws
- **Frontloading and Reviewing** – Have been frontloading tax return from 2020 and started reviewing easy to moderate from April'2021.
- **Accounting and Financial Management** – Have acute interest in accounting and finance, which helped me to excel in my tax work.

KEY ACHIEVEMENTS

- **I have achieved from moving from a Tax preparer's role to that of a Front loader and reviewing in just 2 years.** I have planning to get enrolled for EA.
- Bestowed with the best performer ample of times.

PERSONAL INFORMATION

Date of Birth: 25th Nov, 1986.

Nationality: Indian

Marital Status: Single

Passport No: P3477869

Place of Issue: Kolkata

Expiry Date: 30/08/2026

- **Team Player** – Good team player competent in working closely with team & managers and providing support whenever required.
- **Partner Liaison and Relationship Building** – Expert in establishing credible work relations with external and internal partners. Demonstrating professional rapport with end users while effectively coordinating with other employees for improving organizational excellence and achieve the goals.
- **Technical Expertise** – Good working knowledge of IT packages including MS Office applications.
- **Languages** – Fluent in English, Hindi, and Bengal

CORE COMPETENCIES

- Preparing complex returns of premium clients
- Prepared correspondence in response to various federal and state tax notices
- Prepared forms like the 8621, 5471, 8865, 8833, 3520 & 3520A
- Researched & assisted in planning on various tax issues, including analysis of new tax laws & proposed legislation
- Responded to client's questions
- Autonomous and Self-Driven
- Client-Focused
- Target-Driven
- Professionally Presentable
- Team Player and Enthusiastic
- Creative, Innovative Thinking
- Problem-Solving
- Strategic and Analytical Thinking
- Strong Leadership Quality

निर्वाह / OBSERVATION

निर्वाह / MISCELLANEOUS SERVICE

पिता / कायदे अविवाहक का नाम / Name of Father / Legal Guardian

MD MONAZIR

P3477869

माता का नाम / Name of Mother

NASRIN KHATOON

पति या पत्नी का नाम / Name of Spouse

पता / Address

9

SHAMSUL HUDA ROAD, KOLKATA

PIN: 700017, WEST BENGAL, INDIA

पुराने पासपोर्ट का नं. और इसके जारी होने की तिथि एवं स्थान / Old Passport No. with Date and Place of Issue
F9852479 15/12/2006 KOLKATA

फाइल नं. / File No.

CA2079607084916



इन्दिरा गांधी राष्ट्रीय मुक्त विश्वविद्यालय
INDIRA GANDHI NATIONAL OPEN UNIVERSITY
STUDENT EVALUATION DIVISION
Maidan Garhi, New Delhi - 110 068
BACHELOR'S DEGREE
STATEMENT OF MARKS

4576

ENROLMENT NO : BDP - 085415780

CERTIFICATE NO.: J 0021015

AHMED REZA
9 SHAMUL HUDA ROAD

KOLKATA

DATE: 09/02/2012

W B 700017

DECEMBER - 2011

TERM-END EXAM.:

COURSE CODE	CONTINUOUS EVALUATION SCORE						ACEM		TEM		30% OF ACEM	70% OF TEM	MAX MARKS	MARKS OBTD.	CRS. GRD.	CRS. STS.
	Assn. - 1		Assn. - 2		Assn. - 3		Mks.	Gr.	Mks.	Gr.						
	Mks.	Gr.	Mks.	Gr.	Mks.	Gr.										
FHS1	39	D	39	D	*	*	39	D	47	C	11.70	32.90	100	44.60	D	SC
FST1	45	C	45	C	*	*	45	C	57	B	13.50	39.90	100	53.40	C	SC
FEG1	50	C	50	C	#	#	50	C	54	C	15.00	37.80	50	26.40	C	SC
FEG2	47	C	47	C	#	#	47	C	40	D	14.10	28.00	50	21.05	D	SC
BEGE1	58	B	58	B	*	*	58	B	61	B	17.40	42.70	100	60.10	B	SC
ECD1	63	B	63	B	#	#	63	B	42	D	18.90	29.40	50	24.15	C	SC
ECD10	60	B	60	B	#	#	60	B	56	B	18.00	39.20	50	28.60	B	SC
ECD11	65	B	65	B	#	#	65	B	60	B	19.50	42.00	50	30.75	B	SC
ECD12	75	A	75	A	#	#	75	A	38	D	22.50	26.60	50	24.55	C	SC
ECD13	64	B	64	B	#	#	64	B	46	C	19.20	32.20	50	25.70	C	SC
ECD14	66	B	66	B	#	#	66	B	42	D	19.80	29.40	50	24.60	C	SC
ECD2	56	B	56	B	#	#	56	B	36	D	16.80	25.20	50	21.00	D	SC
ECD3	52	C	52	C	#	#	52	C	36	D	15.60	25.20	50	20.40	D	SC
ECD5	62	B	62	B	#	#	62	B	44	D	18.60	30.80	50	24.70	C	SC
ECD7	53	C	53	C	#	#	53	C	48	C	15.90	33.60	50	24.75	C	SC
ECD8	67	B	67	B	#	#	67	B	38	D	20.10	26.60	50	23.35	C	SC
ECD9	63	B	63	B	#	#	63	B	70	A	18.90	49.00	50	33.95	B	SC
EEC11	41	D	41	D	*	*	41	D	35	D	12.30	24.50	100	36.80	D	SC
AMK1	60	B	60	B	#	#	60	B	46	C	18.00	32.20	50	25.10	C	SC
ADM1	58	B	58	B	#	#	58	B	52	C	17.40	36.40	50	26.90	C	SC
* * *	* * *	* * *	* * *	* * *	* * *	* * *	* * *	* * *	* * *	* * *	* * *	* * *	* * *	* * *	* * *	* * *

GRAND TOTAL : 1200 600.85

RESULT :

DEGREE OF BACHELOR OF COMMERCE (B.COM) SUCCESSFULLY COMPLETED
CREDITS COMPLETED 96 OVERALL PERCENTAGE: 50.07% DIVISION IN SECOND DIVISION

OVER ALL GRADE : C

Note : Marks given under ACEM and TEM are out of 100.
or Course Details See Overleaf.

P. Y. Kishor
REGISTER (SE)

No. L 0051987



इंदिरा गांधी राष्ट्रीय मुक्त विश्वविद्यालय
INDIRA GANDHI NATIONAL OPEN UNIVERSITY

STUDENT EVALUATION DIVISION

Maidan Garhi, New Delhi - 110 068

PROVISIONAL CERTIFICATE

4596

This is to certify that

AHMED REZA

(Enrolment No.

085415780

) has successfully completed the

***** DEGREE OF BACHELOR OF COMMERCE *****

in the examination held in

DECEMBER - 2011

The grade card/statement of marks

indicating details of grades/marks has already been issued to the student.

Date :

09/02/2012

(Valid till the original is issued at the next Convocation)

Registrar (SED)

सं.
No. IG25-11563

अनुक्रमिका
Enrolment No. 085415780

इन्दिरा गांधी राष्ट्रीय मुक्त विश्वविद्यालय
INDIRA GANDHI NATIONAL OPEN UNIVERSITY

प्रमाणित किया जाता है कि
This is to certify that *Ahmed Reza*

को निर्धारित पाठ्यक्रमों को पूरा करने और
after having passed the prescribed courses of study in the

December 2011

की परीक्षा उत्तीर्ण करने पर स्नातक उपाधि
examination is hereby awarded the Degree of

Bachelor of Commerce

प्रदान की जाती है।

श्रेणी / Division *Second*

Udair

कुलसचिव
Registrar



as / an

कुलपति
Vice Chancellor

नई दिल्ली / New Delhi

दिनांक / Dated February 3, 2012

WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION

MARK-SHEET

GENERAL STREAM COURSES

2005

INSTITUTION
CODE

NO.

01144

B157254



THE FOLLOWING IS THE STATEMENT OF MARKS OBTAINED BY

AHMED REZA

ROLL 417111

NO. 0390

AT THE HIGHER SECONDARY EXAMINATION 2005.

SUBJECTS		MARKS OBTAINED			
		THEORY		PRACTICAL/ ORAL	SUBJECT TOTAL
LANGUAGE		PAPER I	PAPER II	TOTAL	
HINA		36	37	73	73
ENGB		48	62	110	110
COMPULSORY ELECTIVE					
CHEM		25	29	54	33
BIDS		42	40	82	24
PHYS		36	20	56	28
OPTIONAL ELECTIVE					
MATH		22	18	40	40
* MARKS ADDED					
AWARD					
GRAND TOTAL		FOUR SIX ZERO			460
RESULT DIVISION		PASSED SECOND			2

Rizal Bhaskar
DEPUTY SECRETARY (CONFIDENTIAL)

PLEASE SEE REVERSE

Centre Code 417 ID No. - 1110390

No. 315

WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION



Certified that

AHMED REZA

son/daughter/ward of

MD MONAZIR

passed the Higher Secondary Examination 2005 in

General Stream Courses from

MD JAN H S SCHOOL

Second

Division.



Vidyasagar Bhavan

Salt Lake, Kolkata

8th June, 2005

Seemish Sarkar

Secretary

Jojo Nath

President

GENERAL STREAM COURSES



Institution Code Sub-Category

01144

REGULAR

WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION

ADMIT

AHMED REZA

Son / daughter / ward of MD MONAZIR

Registration No. 01144-0004 of 2003-2004 Roll 417111 No. 0390

to the Higher Secondary Examination, 2005.

Subject offered : Languages : Group(A) HINA

Group(B) ENGB

Electives : (1) CHEM

(2) MATH

(3) PHYS

Optional Elective : BIOS



Ahmed Reza

Ahmed Reza

Full Signature of the Candidate.
Attested

Md. Yousuf

Signature of the Institution with office seal

Teacher-in-Charge

Md. Jan High/H.S. School

9A, Bolai Dutta Street

Kolkata-73

See Reverse

Dinendra narayan Munshi

Deputy Secretary (Examination)

WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION
"VIDYASAGAR BHAVAN", 9/2, Block DJ, Sec-II, Salt Lake, Kolkata-700 091

Sl. No. 006013

Date: 01.07.2004



REGISTRATION CERTIFICATE

Certified that ~~REZA~~
AHMED RAZA

Son ~~XXXXXXXXXX~~ of MD MONAZIR
of MD JAN H.S. SCHOOL

has been registered with West Bengal Council of Higher Secondary Education
under the Provisions of relevant Regulations.

His ~~XXXX~~ Registration No. is 01144-0004 of 2003-2004.

Subjects offered :

Languages : Group(A) HINDI(A) Group(B) ENGLISH(B)

Compulsory Electives : (1) PHYSICS
(2) CHEMISTRY
(3) MATHEMATICS

Optional Elective/ ~~XXXXXX~~ BIO-SCIENCE ~~XXXXXX~~

W.B.C.H.S.E.	
Name/Surname	
Parent/Mother's	
Signature	
Regn. No.	
D A OFFICER	

Corrected



Signature

Dinendra Narayan Munshi
Deputy Secretary (Examination)

Please see overleaf

COUNCIL FOR THE INDIAN SCHOOL CERTIFICATE EXAMINATIONS, NEW DELHI
INDIAN CERTIFICATE OF SECONDARY EDUCATION EXAMINATION 2003

No. TT 3665894



STATEMENT OF MARKS

Name AHMED REZA

Index No. T/2441/031

of ALBANY HALL PUBLIC SCHOOL, KOLKATA

SUBJECTS

External Examination

ENGLISH

HINDI

HISTORY CIVICS & GEOGRAPHY (HCS-B, GEO-C)

MATHEMATICS

SCIENCE (PHY-C, CHE-C, BIO-C)

COMMERCIAL STUDIES

PERCENTAGE MARKS

52	FIVE	TWO
66	SIX	SIX
69	SIX	NINE
58	FIVE	EIGHT
58	FIVE	EIGHT
74	SEVEN	FOUR

Internal Assessment

GRADE

SUPW & COMMUNITY SERVICE

A

Date of Birth 25.11.1986

RESULT — PASS CERTIFICATE AWARDED

- Note 1. The pass mark for each subject is 35%
2. No divisions are awarded.

(See Overleaf)

Chief Executive & Secretary

COUNCIL FOR THE INDIAN SCHOOL CERTIFICATE EXAMINATIONS, NEW DELHI

No. TT

6721505



32664

PASS CERTIFICATE

Certified that AHMED REZA

Index Number T/2441/031

of ALBANY HALL PUBLIC SCHOOL, KOLKATA

was awarded an

INDIAN CERTIFICATE OF SECONDARY EDUCATION

The candidate reached at least grade 7 in SIX subjects of the External Examination and at least grade D in the subject of Internal Assessment as given below:

SUBJECTS	Grade
External Examination	
ENGLISH	5 FIVE
HINDI	4 FOUR
HISTORY CIVICS & GEOGRAPHY	4 FOUR
MATHEMATICS	5 FIVE
SCIENCE	5 FIVE
COMMERCIAL STUDIES	3 THREE
Internal Assessment	
SUPW & COMMUNITY SERVICE	A

EXAMINATION OF MARCH 2003

Date of birth as certified by the Principal
of the School at the time of entry 25.11.1986

No divisions are awarded

Chief Executive & Secretary
Council for the Indian
School Certificate Examinations

Chairman
Council for the Indian
School Certificate Examinations

(See Overleaf)

COUNCIL FOR THE INDIAN SCHOOL CERTIFICATE EXAMINATIONS, NEW DELHI
ADMISSION CARD

THE FOLLOWING CANDIDATE IS PERMITTED TO APPEAR AT THE EXAMINATION

INDEX NUMBER	NAME OF CANDIDATE	SRL. NO.
T/2441/031	AHMED REZA	34457
EXAMINATION	NAME OF SCHOOL	
ICSE-X 2003	ALBANY HALL PUBLIC SCHOOL, KOLKATA	
DATE OF BIRTH	25/11/1986	

(See instructions on the reverse)

Ahmed Reza
 SIGNATURE OF CANDIDATE

[Signature]
 SIGNATURE OF HEAD OF SCHOOL
ALBANY HALL PUBLIC SCHOOL

F. FANTHOME
 CHIEF EXECUTIVE & SECRETARY

COUNCIL FOR THE INDIAN SCHOOL CERTIFICATE EXAMINATIONS, NEW DELHI
REGISTRATION CARD — ICSE 2003

THE FOLLOWING CANDIDATE HAS BEEN PROVISIONALLY REGISTERED

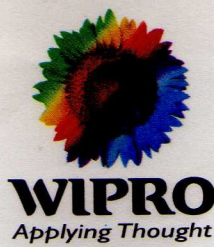
REGD. NUMBER	NAME OF CANDIDATE
WB039/042/03	AHMED REZA
DATE OF BIRTH	NAME OF SCHOOL
25/11/1986	ALBANY HALL PUBLIC SCHOOL, KOLKATA

(See Instructions on the reverse)

Subjects Offered:- ENG, HIN, HCG, MAT, SCI, CST

[Signature]
 SIGNATURE OF HEAD OF SCHOOL
ALBANY HALL PUBLIC SCHOOL

F. FANTHOME
 CHIEF EXECUTIVE & SECRETARY



April 30, 2009

Employee Id: 550230

AHMED REZA
01-KOL-CC-TP-US-NONVOICE-UHG Claims
KOLKATA

Dear **AHMED**,

We are pleased to inform you that based on your satisfactory performance during your probationary period, your services with Wipro BPO (A Division of Wipro Ltd.) are confirmed as a permanent employee with effect from **February 19, 2009**.

All other terms and conditions of your service remain unaltered.

We wish you a long and mutually beneficial association with us.

Yours Sincerely,
For Wipro BPO (A Division of Wipro Ltd)

Tanaz Mulla
GM - Talent Engagement & Development

<http://del-okh-web3/MAP3PlugIn/ConfirmationLetter1.asp?hidEmployeeID=462520&hid...> 4/30/2009

Wipro Limited

Business Office : Plot No. 8, Block - DM, Sector - V, Salt Lake City, Kolkata - 700 091. Tel : 91-33-23675030, Fax : 91-33-23675020
Regd. Office : Doddakannelli, Sarjapur Road, Bangalore - 560 035, India. Tel : 91-80-28440011, Fax : 91-80-28440054



March 30, 2017
Employee Id - 550230

Ahmed Reza
Associate - HLS

Dear **Ahmed**,

This is to confirm receipt and acceptance of your resignation 25-Jan-17. The last working date in the organization is 25-Mar-17.

You would receive the relieving letter once the full and final settlement is completed for your account by EFA.

We remind you of your continued obligations of confidentiality contained in your employment letter.

We wish you the best of luck in your future endeavors.

Yours sincerely,
For Wipro BPS (A Division of Wipro Ltd.)

A handwritten signature in black ink, appearing to read 'Putul Mathur', with a horizontal line underneath the name.

Putul Mathur
General Manager

Confidential