**Aruna Kylasa**

**Local to Bothell, WA**

**Summary**

* Certiﬁed Enrolled Agent with 10 years of diverse experience ﬁling tax returns for individuals and businesses.
* Brilliant tax mind with proactive drive to maintain complete mastery over tax situations that could aﬀect client.
* A team member who is skilled in collaboration, dealing with clients, and engagement.
* Prepared, reviewed, and ﬁled tax returns for individual clients
* Multiple state tax returns Foreign rental property Stock returns

**Skills**

* Staﬀ Training
* Multi-State Tax Review Tax Return Filing
* Tax Form Proﬁciency
* Sale of Rental Property returns
* Individual and Business returns Foreign investments
* Teamwork
* Research/Due Diligence

**Experience**

**H & R Block Tax Services, Lynwood, WA 01/2018 - Current**

**Enrolled Agent and Master Tax Advisor**

* Vacation Rental Homes
* Sale of home
* Small Business Returns

**H & R Block Tax Services Redmond, WA 01/2017 - 01/2018**

**Tax Analyst**

* Researched federal, state, local, and international laws related to taxation issues.
* Conducted research on diﬀerent tax issues and remained up to date on tax law changes
* Educated clients on complex tax issues by explaining details in understandable terms.
* Multiple state tax returns Foreign rental property Stock returns

**Sherwood Forest and Ben Franklin Elemtary School ,Redmond, WA 09/2012 - 06/2017**

**Volunteer**

* Working as a volunteer at Ben Franklin elementary school for Arts & Crafts, Math's and Reading
* Worked as volunteer at Sherwood Forest Elementary school for both Math's and Reading
* Organizing events for the class Assistance to the class teacher as needed
* Assistance to students for improving their mathematics and reading skills.

**H & R Block Tax Services, Redmond, WA 01/2016 - 01/2017**

**Senior Tax Specialist**

* Provided guidance on taxation issues to clients.
* Assisted in training new employees on taxation procedures. Foreign rental property
* Foreign tax credit
* Rental property tax returns State returns

**H&R Block Tax Services, WA 01/2015 - 01/2016**

**Tax Specialist**

* Reviewed prior-year returns for accuracy and completeness.
* Referred tax professionals according to client needs.
* Prepared, reviewed, and ﬁled tax returns for individual clients.
* Used appropriate adjustments, deductions and credits to keep clients' taxes to minimum.

**Villa Marie College for Women 06/2006 - 04/2007**

**Lecturer**

* Provided education to the Degree college students for Financial Management, Accounting, Taxing and Banking**.**

**ST Francis College for Women 06/2005 - 04/2006**

**Lecturer**

* Provided education to the Degree college students for Financial Management, Accounting, Taxing and Banking.

**Indira Gandhi College for Women 01/2003 - 05/2005**

**Lecturer**

* Provided education to the Degree college students for Financial Management, Accounting, Taxing and Banking.

**Oﬃce Supplies Store Family Owned Business 01/2000 - 05/2003**

**Dealing with customer complaints**

* Educating customers on the features and beneﬁts of the products Building continued rapport with Customers through face to face, phone, email and direct mail interaction.
* Restocking merchandise when needed to Processing payments via cash and credit cards.

**Education and Training**

* Pondicherry University India Masters in Financial management ,05/2002
* Osmania University, India Masters of Commerce, 05/2000
* Osmania University, India Bachelors of Commerce, 05/1998
* Diploma in Commercial and Computer Practice, 09/1995

**Certiﬁcation**

* Elementary
* Certiﬁed Enrolled Agent Small Business Certiﬁcation
* Advance Business Certiﬁcation