

# Akram Ashrafi

**Tax and Accountant, Bookkeeping, Payroll Specialist**

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818-277-2876 or 678-478-665

Looking for remote Tax and Accounting Position

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## Summary

*I have more than 14 years of professional working experience as an accountant and tax preparer working with CPA firms in Los Angeles, and Atlanta. The combination of technology with tax & accounting helps me to increase accuracy at my work. During these years, I have been working with individual tax returns (One and Multi states), and different types of small and medium businesses (including Retail store, Restaurants, Health Care, Real Estate, Renovation, Construction, Architect & Designer, Legal & Law, and Transportation, non-profit) Nationwide and international.*

TAX Software: Intuit Proconnect, Intuit Turbo Tax, Intuit Proseries

General Software: Microsoft Office (Excel, Access, Power Point, Outlook)

## Education and Certifications

Bachelor of Science in Math & Computer Science from Georgia State University - Atlanta, GA (May 2001)

QuickBooks Desktop ProAdvisor since 2012 and Quickbooks Online Proadvisor.

Registered Tax Preparer, Annual Federal Tax Refresher (AFTR), California Tax Education Council (CTEC)

Enrolled Agent (certification in progress)

## Work Experience

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**Contracting Tax-Accountant December 2020 to Present**

**Gilan Corp – Atlanta**

**(Quick books, Intuit Proseries, Excel)**

Generates Invoices, Journal Entries, Accounts Receivable (create invoices, deposit of checks, or

EFT), Accounts Payable (create bills and pay bills), Reconciles Bank/Credit Card accounts,

Generates periodic financial reports (Balance Sheet, Profit/Loss, and other essential reports).

Processes payroll for clients' employees, calculates all payroll deductions, submits direct deposits,

issues checks and paystubs. Prepares Quarter-end /Year-end Federal, State, Local tax returns and

reports (940, 941, W-2s, 1099-misc, Multi State and Un-employment Taxes). Prepares and submits

sales & use tax payments and reports with Georgia and other state tax agencies. Submits

electronically payroll taxes and payroll reports. Prepares and submits 1099-misc forms to contractors and 1096 to IRS.

**Tax – Accountant 2018 to 2020**

**Hebeler Accountancy CPA Firm - Los Angeles, CA**

**(Intuit Proseries, Quick books Online and Desktop, Excel, ADP Payroll)**

Processed Accounts Payable and Receivable for clients. Reconciled bank and credit card accounts, prepared monthly, quarterly or end of year financial statements using QuickBooks (Desktop or Online) and analyzed the reports in Excel. Worked with ADP for Clients' payroll. Prepared and reviewed tax returns for individuals, Sole Proprietorships, LLCs, LPs, SCORP and C CORP businesses (multistate, national, and international), Investors, non-profits, and trusts. Ensured compliance with state and federal regulatory requirements and professional standards. Responded to clients' inquiries and questions. Researched tax credit overviews, new tax laws and provided the best ethical and legal solutions for tax related issues or questions.

**Accountant May 2017 to November 2018**

**BEN COMPANI CPA Marietta GA**

**UltraTAX, Thomson Reuter Accounting CS, QuickBooks, Excel**

Initiated and set up "Electronic Reporting" of payroll reports for all State and Federal  
Processed payroll generated direct deposits, prepared checks, e-filed payroll tax reports for different clients and different states. Analyzed periodic financial statements, reviewed accounts' information to ensure that there are no discrepancies. Prepared Year-end Federal reports (940, 941, W-2s, 1099-misc, and state reports)  
Ensured compliance with state and federal regulatory requirements and professional standards.  
Prepared individual, corporate and non-profit tax returns using Ultra-tax CS

**Accountant December 2010 to December 2017**

**MOORE CPA FIRM Marietta GA**

**(Proseries, Quick books, Excel)**

Recorded Journal Entries, entered transactions, Reconciled Bank/Credit Card Statements,  
Prepared financial reports (Balance Sheet, Profit/Loss) and other essential reports.  
Processed payroll for employees, submitted direct deposits, printed checks and paystubs.  
Prepared Month end, Quarter-end /Year-end Federal, State, Local tax returns and reports (940, 941, W-2s, 1099-misc, Multi State and Un-employment Taxes)  
Prepared reports for monthly Sales Tax returns  
Responsible for QuickBooks Setup, Implementation, Support, and Training  
Ensured compliance with tax agencies' codes and requirements.  
Prepared clients' tax returns using Proseries