

WAJEEHA AHMED, Enrolled Agent

Garner, NC | (484) 954-6941 | imwajeeha786@gmail.com

PROFESSIONAL SUMMARY

Enrolled Agent (EA) with unlimited IRS representation rights. Expertly interprets complex IRS statutes and explains state-specific tax adjustments to ensure multi-jurisdictional compliance and provide strategic taxpayer advocacy. Senior Tax Specialist and Small Business Certified Professional with over 5+ years of experience in tax preparation, research, and compliance. Applied deep knowledge of the Internal Revenue Code (as verified by the Special Enrollment Examination) to ensure individual compliance with North Carolina revenue laws and statutory adjustments. Proven ability to analyze complex tax forms, interpret tax law changes, and provide actionable recommendations. Strong background in supporting tax software and ensuring the accuracy of tax documentation. Skilled in collaborating with cross-functional teams and meeting tight deadlines.

CORE SKILLS

- Tax Research & Analysis
- Federal & State Tax Preparation
- Tax Law Interpretation
- Forms & Compliance Review
- Microsoft Excel, Word, PowerPoint
- QuickBooks Online Certified User
- Documentation & Reporting
- Client Communication & Support

PROFESSIONAL EXPERIENCE

H&R Block – Enrolled Agent / Senior Tax Specialist / Small Business Certified (2021 – Present)

- Research, analyze, and interpret federal and state tax laws to prepare accurate tax returns
- Review complex tax returns to ensure compliance and accuracy
- Identify tax law changes and apply updates to client filings
- Guide peers on complex tax scenarios
- Maintain up-to-date knowledge of tax regulations and IRS requirements
- Support small business clients with tax planning and compliance

Licensed Realtor - Part Time (2017 – Present)

Multiple brokerages PA/NC

- Analyze financial and investment data to guide clients in property decisions
- Ensure compliance with legal and regulatory requirements in transactions
- Manage documentation and contracts with attention to detail and accuracy

EDUCATION & CERTIFICATIONS

- Enrolled Agent (IRS SEE Exams)
- Prompt Engineering AI Certificate - NC State University
- Master of Arts in Economics – University of Karachi
- Diploma in Information Technology – NCR Corporation
- Bookkeeping Certification - NACPB
- QuickBooks Online Certified User