

Gurpreet Kaur

Tax Specialty support Representative

Contact

Address

New Vijay Nagar, India
201009

Phone

7982354368

E-mail

gurpreetkaur19720@gmail.com

Skills

GST

INCOME TAX

TDS

Master Tax

Salesforce

US State Income Taxes

Form 941 & 940

W2 filing

Customer Support

Escalation handling

Microsoft office

Customer satisfaction

Detail-oriented and results-driven tax and accounting professional with 3+ years of experience in tax compliance, payroll processing, and client support. Proven track record in handling multistate payroll tax notices, statutory filings, and client escalations with efficiency and precision. Skilled in GST, income tax, Salesforce, and US payroll regulations.

Work History

2024-04 -
Current

Tax Specialty Support Representative

UKG, Noida, India

- Managed client queries for tax filings, amended returns, and payment service updates.
- Processed profile/address changes in MWR, Equifax, and Pre-Print platforms.
- Ensured accuracy in document submissions and compliance communication.

2023-07 -
2024-03

Tax Research Administrator

E-Solution (UKG), Noida, India

- Resolved payroll tax notices across multiple US states.
- Indexed and audited tax data in Salesforce; managed 221 processes and agency follow-ups.
- Conducted tax research for amendments, duplicates, and light assessments.

2022-05 -
2023-07

Accounts & Operations Executive

BALAJI TECHNOLOGIES, Ghaziabad, India

- Maintained financial records and collection tracking for five clients.
- Standardized internal workflows through desktop procedure documentation.

2021-07 -
2022-04

Junior Accountant

SHIV GUPTA & ASSOCIATES, Vaishali

- Filed GSTR-1, 3B, 9/9C, TDS, and Income Tax Returns.
- Managed MCA compliance forms (DIRs, INC-22A, AOC-4, MGT-7A) for 20+ firms.
- Reconciled ledgers and handled statutory compliance documentation.

Education

2020-01	B.COM <i>Delhi University</i>
2017-01	12th CBSE GPA: 70.8%
2015-01	10th CBSE GPA: 8.2 CGPA