

RAMANJAN PALKAPATI

U.S. TAX SPECIALIST | TAX PREPARATION & REVIEW | IRS COMPLIANCE

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PROFESSIONAL SUMMARY

U.S. Tax Professional with experience preparing and reviewing individual, nonresident, partnership, corporate, and fiduciary tax returns for U.S. CPA firms. Hands-on experience with Forms 1040, 1040-NR, 1040-X, 1041, 1065, 1120, 1120-S, FBAR (FinCEN Form 114), and FATCA (Form 8938), including tax document analysis, quality review, e-filing support, IRS notice assistance, and state compliance. Proven high-volume tax-season performance, including a 62% increase in individual return volume and a 100% on-time filing record. Experienced in process improvement, client communication, and AI-enabled workflow automation.

CORE COMPETENCIES

U.S. Tax Returns	1040, 1040-NR, 1040-X, 1041, 1065, 1120, 1120-S	Tax preparation review compliance
International Reporting	FBAR / FinCEN Form 114, FATCA / Form 8938	Tax preparation review compliance
Tax Operations	Tax preparation, tax review, quality control, e-filing support, document analysis	Tax preparation review compliance
Compliance Support	IRS notices, client correspondence, federal and state tax compliance	Tax preparation review compliance
Technology	Professional tax software, MS Office, ChatGPT, Gemini, n8n, AI workflow automation	Automation productivity client service

PROFESSIONAL EXPERIENCE

Tax Specialist | Quess Tax Filing

February 2026 - Present | Hyderabad, India

- Prepare and review U.S. federal and state tax returns for individual and business taxpayers.
- Prepare and review Forms 1040, 1041, 1065, 1120, and 1120-S using professional tax software and established review procedures.
- Analyze financial records, tax documents, and supporting information to promote accurate reporting and compliant filing positions.
- Support FBAR (FinCEN Form 114) and FATCA (Form 8938) reporting, IRS notice research, and client correspondence.
- Perform quality review, identify errors, collaborate with senior tax professionals, and meet tax-season turnaround requirements.

Tax Preparer | Syncreon Consulting Limited

November 2023 - March 2026 | Hyderabad, India

- Prepared and reviewed U.S. individual and nonresident tax returns, including Forms 1040, 1040-NR, and 1040-X with supporting schedules.
- Analyzed client financial information and source documents to identify eligible deductions, credits, and appropriate filing positions.
- Completed accurate and timely electronic filing while maintaining quality standards across high-volume tax-season workloads.
- Assisted with tax-related client questions, IRS correspondence, notice resolution, and federal and state tax compliance updates.
- Collaborated with cross-functional teams and used professional tax software to prepare, review, and validate returns.

Selected Achievements

Increased individual tax return preparation volume by 62%, from 719 returns in Tax Year 2023-2024 to 1,167 returns in Tax Year 2024-2025, excluding nonresident and junior preparer files.

Maintained a 100% on-time filing record and received Awards of Appreciation for performance during the 2023-2024 and 2024-2025 tax seasons.

Contributed to process improvements that enhanced workflow efficiency, productivity, and turnaround time during peak filing periods.

ADDITIONAL PROFESSIONAL EXPERIENCE

Business Development Specialist | Cloud Counselage Pvt. Ltd.

March 2024 - November 2024 | India

Developed business strategies and marketing initiatives that contributed to an 85% increase in leads.

U.S. IT Recruiter | Meta Force IT

August 2022 - November 2023 | United States

Placed more than 50 IT professionals with U.S.-based companies through sourcing, screening, client relationship management, and AI-assisted recruitment.

AI Social Media & Graphic Designer | Freelance / Self-Employed

January 2016 - February 2026 | Hyderabad, India

Created and managed 100+ social media posts monthly; used ChatGPT, Gemini, and n8n for content automation, scheduling, customer interactions, and campaign optimization.

Sales Executive | Matha Traders

December 2016 - June 2022 | Mancherial, Telangana

Exceeded sales quotas, managed a team of five representatives, increased sales by 15% year over year for three years, and developed customer-retention strategies.

Technical Recruiter | Techway Services, Inc.

December 2015 - December 2016 | Hyderabad, Telangana

Managed end-to-end U.S. IT recruitment, including sourcing, screening, client requirements, candidate submissions, rate negotiation, and onboarding documentation.

EDUCATION

Bachelor of Engineering (B.E.) - Electrical and Electronics Engineering | Guru Nanak Institutions (GNI)

August 2012 - December 2016

Bachelor of Laws - Political Science and Government | Osmania University

CERTIFICATIONS & ADDITIONAL SKILLS

Certificate Examination for Business Correspondents / Facilitators | ChatGPT Prompts for Jobseekers | Generative AI | SEO & Social Media Optimization