



JHAY-R BARCIBAL DAJALOS



34 YEARS OLD

TAX PREPARER

Detail-oriented Tax Preparer with experience in preparing and reviewing individual and business tax returns. Proficient in multiple tax preparation software and CRM tools with a strong commitment to accuracy, compliance, and client satisfaction.



PROFESSIONAL EXPERIENCE

TAX PREPARER (PART-TIME)

BORDERLESS ACCOUNTANT

📍 Purok 1, Minol, Mabini, Bohol | ⌚ Night Shift (Part-Time) | 📅 Present

Currently working part-time as a Tax Preparer, providing accurate and timely tax solutions for individual and business clients.

KEY RESPONSIBILITIES

- Review Form 1040 returns based on IRS Transcripts to ensure accuracy and compliance.
- Prepare individual and business tax returns, including:
 - ☑ Form 1040 (with Business)
 - ☑ Form 1120S
 - ☑ Form 1120
 - ☑ Form 1065
 - ☑ Form 990 – Tax Exempt Organization
- Ensure all returns are prepared in accordance with IRS regulations and best practices.
- Perform thorough quality checks and documentation for each return.
- Communicate effectively with team members and follow workflow procedures for timely delivery.



TAX SOFTWARE EXPERTISE



💻 All used through Remote Desktop (RDP)



CRM & PROJECT MANAGEMENT TOOLS



ADDITIONAL INFORMATION



WORK SETUP
Experienced in remote work environment with high-speed internet and reliable equipment.



STRENGTHS
Detail-oriented, trustworthy, fast learner, and committed to delivering high-quality results under deadlines.



CAREER GOAL
To grow in the tax profession by continuously enhancing my skills and contributing to a successful team.

CONTACT



Purok 7, Poblacion II,
Mabini, Bohol



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09635290885



34 Years Old

EDUCATION



**Bachelor of Science in
Computer Science**
Bohol Island State University
Candijay, Bohol
2008 – 2012



US Bookkeeping and Tax
Borderless Accountant
Minol, Mabini, Bohol
May 2025 – Present

CORE COMPETENCIES

- ☑ Tax Return Preparation (Individual & Business)
- ☑ Tax Return Review & Analysis
- ☑ IRS Transcript Analysis
- ☑ Attention to Detail & Accuracy
- ☑ Time Management
- ☑ Confidentiality & Data Security
- ☑ Problem Solving
- ☑ Strong Work Ethic
- ☑ Remote Work & Communication

PERSONAL INFORMATION



Civil Status: Married



Nationality: Filipino



Religion: Roman Catholic