

KANTHETI MURALI MANOHAR

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US Tax Analyst | Form 1040 Fundamentals | W-2 & 1099 Processing | Client Query Management | Tax Operations

Professional Summary

US Tax Analyst with 5+ months of experience in tax data entry, client query management, and Form 1040 support activities. Experienced in working with W-2, 1099-NEC, 1099-INT, and 1099-DIV documents, filing status verification, document validation, and tax processing support. Prior experience as a Customer Care Advisor handling inbound and outbound calls, CRM operations, ticket tracking, and issue resolution. Strong communication, analytical, and customer service skills.

Key Skills

US Taxation, Form 1040, W-2, 1099 Forms, Tax Data Entry, Tax Operations, Client Query Management, Filing Status Review, Document Verification, Data Validation, Customer Service, CRM, Ticket Management, MS Excel, MS Word, MS Outlook

Professional Experience

Tax Analyst | Priourity Global Services LLP | Nov 2025 – Present

- Performed tax data entry and document processing for US individual tax returns.
- Worked with W-2, 1099-NEC, 1099-INT, and 1099-DIV documents.
- Raised and managed client queries for missing information and supporting documents.
- Supported Form 1040 processing activities.
- Conducted document validation and quality checks.
- Assisted with filing status verification and taxpayer information review.
- Coordinated with internal teams to resolve document discrepancies.

Customer Care Advisor | Reliance Jio | Aug 2024 – Oct 2025

- Handled inbound and outbound customer interactions.
- Managed ticket creation, tracking, and resolution.
- Worked with VDAC and Critics CRM tools.
- Resolved customer issues and maintained service quality.

Family Business Operations | 2019 – Mar 2024

- Assisted in day-to-day business operations.
- Managed customer interactions and operational activities.

Education

B.Tech Mechanical Engineering | 2019

Bapatla Engineering College

CGPA: 6.0/10

Languages

English, Telugu, Hindi