



AARTHI SADANA & ASSOCIATES

Chartered Accountants

Job Title – **Articled Assistant**

Location - **Ashok Nagar, Chennai**

About us:

We are a CA Firm specialised in providing customised solutions to our clients. We are currently seeking a talented and motivated Articled Assistant to join our Accounting & Compliance team. For more details visit our website. www.mukhyaconsult.in

Key Responsibilities that will be given to the candidates:

Maintenance of Books of accounts using Tally and Zoho Books at office or at the Clients' place

Sending monthly deliverables/Reports to clients/ Coordination with Clients

Monthly GST/TDS filing/Income tax filing/Tax Audit reports

Response to GST, TDS & Income Tax notice

Internal/Statutory Audit of Corporates and Banks

IND AS/IFRS consulting and related tasks

Values expected of the candidates:

Integrity

Dedication

Commitment

Positive attitude with proactiveness to learn

Stipend:

First year - Rs. 6000/-

Second year - Rs. 7000/-

Third year - Rs. 8000/-

Conveyance from office to clients' place will be reimbursed as per the office policy

Please mail your resume to : services@mukhyaconsult.in

