



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. 10,000/-

Second year - Rs. 11,000/-

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

Please mail your resume to : services@mukhyaconsult.in

