



AARTHI SADANA & ASSOCIATES

Chartered Accountants

Job Title – Junior Staff Accountant

Location - Ashok Nagar, Chennai

About us:

We are a CA Firm. We are currently seeking a talented and motivated Accountant to join our Accounting & Compliance team. For more details visit our website. www.mukhyaconsult.in

Job Description:

An accountant at our firm will be expected to play a crucial role in ensuring the accurate and timely management of financial data for our clients. He will be responsible for the following key assignments:

Key Responsibilities:

Data collection from our clients

Accurate input of financial data into Tally software.

Send monthly deliverables/Reports to clients

Monthly GST filing

Monthly TDS filing

Response to GST, TDS & Income Tax notice

Visiting client place to update the Books of Accounts & Checking

Experience:

Minimum 1 year experience in Tally accounting is mandatory.

Salary:

As per experience

Please mail the resume to : services@mukhyaconsult.in



7/5, LGGs Colony, 25th St., Near 7th Avenue, Ashok Nagar, Chennai - 600 083.
Tel : 044-4203 5293