

GSTIN : 33AAACR3582R1ZW

GRT Jewellers (India) Private Limited

21, Coats Road, (North Usman Road)
T. Nagar, Chennai - 600 017.
Phone : 2346 1515 Fax : 044 - 2346 1516
e-mail : mail@grtjewels.com www.grtjewels.com



February 8, 2024

To :
The Placement Officer
Institute of Chartered Accountant of India
No.122, Uthamar Gandhi Road,
Chennai



Dear sirs

Greetings from GRT Jewellers!

We have vacancies in Finance and Audit departments at GRT Jewellers. Hence we would like to explore the possibility of reaching out to students/passed out inter candidates who would be keen on pursuing a career with us.

1. Business Analyst

Inter candidates with 5 years' experience in similar roles
No of Positions: 4

2. Audit Assistants

No of positions: 3

The details of our requirements are given in the attached posters.

Would be grateful if you could display this poster in prominent locations/notice boards in your campus.

Appreciate your help.

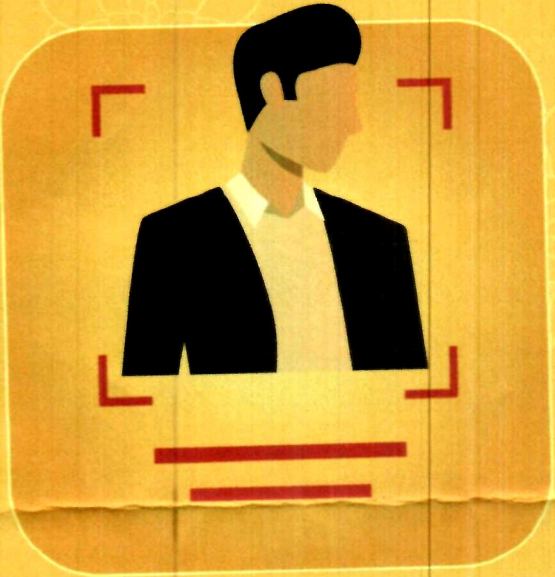
Regards

Renuka Ravi

AVP HR



Admin & Regd. Office : 138, Usman Road, T. Nagar, Chennai - 600 017.



WE'RE HIRING !

Business Analyst & Audit Assistants

5 Years of work experience in the similar role

Gender : Male/Female

Salary : Best in the Industry

Shine with us

1. Business Analyst | No of Positions: 4

Qualification - Inter

Job Description:

1. Analyzing sales performance from period to period
2. Preparing comparison reports and evaluating growth & achievement % and making graphical presentations
3. Evaluating sales reports, highlighting audit observations, performing collection and reconciliations
4. Should have excellent analytical and presentation Skills

2. Audit Assistants | No of Positions: 3

Job Description:

1. Assist in planning and conducting operational audits in accordance with audit standards and guidelines
2. Perform audit procedures, internal controls such as stock maintenance & asset maintenance, and operational processes
3. Document audit findings, prepare detailed audit reports, and present findings to management
4. Collaborate with team members to develop and implement audit programs and procedures.

Interested candidates email your resume - careers@grtjewels.com