

Date: 28.05.2024

To,

The Secretary, The Institute of Chartered Accountants of India,
No.122, Uthamar Gandhi Road, Thousand Lights West,
Nungambakkam, Chennai – 600034

Dear Sir/Madam,

Sub: Job Vacancy - Assistant Manager Finance

With reference to above subject, we have job vacancy for Chartered Accountant (2-5 Years Experience) as Assistant Manager Finance.

The below will be Job Roles and Responsibilities:

Monthly Financial Statement Preparation, Corporate Reporting
Fixed Assets Deletion/Addition, Depreciation Workings,
GST Monthly Return (GSTR 1&3B), Annual Return Filing (GSTR 9 & 9C),
GSTR 2B Vendor Wise Reconciliation monthly,
Capex Form Preparation, FA Disposal
Vendor, Customer Maintenance Form,
Financial check for new proposed Customer, On Board Form,
Scrap Check, SAR & MDL Check,
Verification of Local and Import Payments,
General Ledger Scrutiny and reconciliation of GL with books of accounts, Statutory Audit and
Internal Audit

Please Contact Human Resource:

Janani V - Mobile: 9884473811 Email: janani_v@mentormedia.com

Kindly Acknowledge the Receipt.

Thanking You,

Yours Sincerely,
For Mentor Printing and Logistics Private Limited

Authorized Signatory



Mentor Printing and Logistics Pvt. Ltd.

B-50 & B-51, SIPCOT Industrial Park,
Irunkattukottai – 602 117, Sriperumbudur Taluk,
Tamilnadu. India

Tel. No.: +91 44 7110 3600 Fax. No.: +91 44 7100 3602