

VACANCY ADVERTISEMENT FOR DISPLAY IN NOTICE BOARD

To,
The Secretary,
Institute of Company Secretaries Of India
Chennai

Dated: 11-09-2024

Subject: Vacancy of Associate Compliance Assistant

Dear Sir/Madam,

We are excited to announce an opening for the position of Associate Compliance Assistant at our compliance management company. We are looking for young professionals eager to take on responsibilities in a dynamic startup environment.

Associate Compliance Assistant:

1. Role: Managing compliances for SMEs & Startups, including ROC compliances, taxation, and accountancy.
2. Qualifications: CA/CS Inter qualified.
3. Skills: Strong in document drafting, with knowledge in company law, taxation, accounting, and communication. Previous exposure through articles at reputable firms is advantageous.

Available Perks:

1. Fully remote work (WFH).
2. Requires a computer with reliable internet connectivity.

Ideal candidates will have a solid grasp of corporate law, compliance, and taxation, demonstrate proficiency in computer applications, and exhibit excellent communication skills. Experience in reputable article firms will be considered a significant asset. We are committed to fostering professional growth through comprehensive learning and exposure, aiming to boost both the confidence and career prospects of our team members.

Interested candidates are encouraged to apply by sending their resumes to people.tradeviser@gmail.com with Subject line "**Resume for Associate Compliance Assistant**"

We look forward to your application.

Requesting you to display this on the website as well as notice boards,

Thanking you,


Amit Kumar Badal
Tradeviser Consultancy Private Limited

