



Zoho Corporation Private Limited

Registered Office: Plot 140, 151, Estancia IT Park,
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www.zohocorp.com

12 February 2024

To

ICAI Bhawan

122, Mahatma Gandhi Road,

Nungambakkam,

Chennai- 600 034

Dear Sir/Madam,

Zoho Corporation Private Limited is a leading software product company, having its office at Estancia IT Park, Guduvanchery, Chennai.

We are currently looking out for Semi qualified Chartered Accountants to join our International taxation (Finance) team for the following job profile:

1. Consultant-Taxation (International Indirect tax)

The detailed job description for the above job profile is attached with this letter.

We request you to kindly display the attached job description and profile in the ICAI Notice board and thereby enabling us to find a suitable candidate for the job. Suitable resume can be shared to pavithra.ramesh@zohocorp.com.

Thanking you in advance.

For Zoho Corporation Private Limited

**RAMESH
PAVITHRA**

Digitally signed by RAMESH
PAVITHRA
Date: 2024.02.12 18:44:43
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Authorized signatory



Job Title – Consultant – Taxation – International Indirect Tax

Number of openings: 1

Qualifications required:

- Semi-Qualified Chartered Accountant (Intermediate both groups/ Final one group completed and articles completed) with 2-4 years' experience in taxation

Job description:

This job profile requires the candidate to independently manage the following:

- Preparation and payment of estimated taxes in the respective jurisdictions
- Handling end to end indirect tax process including compliance, computations, return filings, payments in various countries.
- Creating and implementing tax planning opportunities by collaborating with various functions and teams across Zoho.
- Performing monthly and annual accounting responsibilities, including indirect tax reconciliations, indirect tax-to-turnover reconciliations
- Collaboration with the finance teams on indirect tax and accounting issues impacting the financials.
- Researching tax laws, regulations, and case law to resolve complex tax issues and disputes.
- Working on Projects may include e-Invoicing and billing improvements, customs process changes, and tax engine implementations.
- Monitoring indirect tax legislation and determining the effect on Zoho of the proposed regulatory changes

Must have:

- Ability and willingness to learn
- Good Communication skills,
- Good Analytical skills,
- Ability to work as an independent performed and also as a team player
- Adaptability to work with multiple stakeholders - internal and external
- Time Management skills
- Pay keen attention to detail

Good to have:

- Basic knowledge/ previous experience in indirect tax matters
- Basic knowledge/ previous experience in international taxation matters
- Applied knowledge in MS office

Interested candidates can apply for this job by sharing their resume to **pavithra.ramesh@zohocorp.com**; suitable candidates will be scheduled for the interview.