



Zoho Corporation Private Limited

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

17 January 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 (Direct 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

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by RAMESH
PAVITHRA
Date: 2024.01.17
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Authorized signatory



Job Title – Consultant-Taxation

Number of openings: 1

Qualification required:

- Semi-Qualified Chartered Accountant (Intermediate both groups/ Final one group completed and articles completed)
- B.Com/M.Com/MBA with 1-3 years' experience in taxation

Job description:

This job profile requires the candidate to independently manage the following Indian direct tax related compliances and reporting requirements by coordinating across other functional teams and also with the external consultants.

- Preparation of TDS & TCS workings and timely remittance of statutory dues on monthly basis.
- Preparation and timely filing of quarterly TDS returns
- Preparation of vendor wise TDS payable reconciliation periodically
- Preparation of vendor master compiling the information required.
- Issuance of TDS certificates where applicable
- Preparation of quarterly advance tax workings
- Assistance in preparation of response to the notices / assessments / audits by tax authorities.
- Undertake a general ledger review on periodic basis
- Coordinate with statutory auditors and other functional teams during statutory audit for tax related requirements
- Understand the business model of the company and review the internal agreements / documents and provide response for tax related queries.
- Keep a tab on the statutory / tax / regulatory filings / reporting timelines and ensure compliance with the same
- Monitor closely the regulatory changes and evaluate the impact on Zoho
- Assistance in preparation and timely filing of corporate income tax return
- Preparation and timely filing of reports/ information as required under the SEZ Act

Skills Required:

- Ability and willingness to learn and take responsibilities
- Ability to communicate clearly with colleagues and clients at all levels.
- Good Analytical skills
- Ability to work as an independent performer and also as a team player
- Ability to prioritise tasks according to the deadlines
- Pay keen attention to detail
- Good knowledge in Income Tax Act
- Practical Experience in Indian tax 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.