GANESH ARAVINDAN & CO
Chartered Accountants
FRN : 022658S

22.07.25

To,
The Secretary,
SIRC of ICAI
Nungambakkam,
Chennai

Dear Sir,

Sub: - Recruitment of Articled Assistants / Accounts & Audit Managers

We are a Mid-size Audit firm, based out of Chennai, specializing in Statutory Audits, Tax Audits, Internal Audits, Direct & Indirect Tax Consulting and Due Diligence services. Our team consist of young professionals with strong execution skills and possess a keen eye to detail.

Currently we have vacancy for **Articled Assistants / Accounts & Audit Managers** for our firm on direct rolls. Remuneration is not a constraint for dynamic resources. Interested Candidates do send in your CV's to the mail id jude@proezacorp.com / Mob # 9500167890 Mr.Jude Jayaseelan, HR Manager.

Thanks & Regards

C. A. Aravindan

Aravindan CA

Ganesh Aravindan & Co

Ganesh Aravindan & Co ★ Chartered Accountants ★
Trinity House
No. 18,
Tirumurthi Nagar,
4th Street,
Nungambakkam,
Chennai - 34

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA ★ CHENNAI ★
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Our requirements:

We are looking for **Freshers /Part Qualified CA's/CMA's or Qualified CA's/CMA's** for the position of **"Articled Assistants / Accounts & Audit Manager"** in our Audit firm, Following will be the job responsibilities:

1. Planning the Audit program of clients, deputing staff to different client locations, preparing customized checklists for different clients depending upon the nature of client's business, completing the Audit before the target deadlines and submission of periodic audit reports
2. Data collection from different branches of clients and preparation of MIS reports like Branch profitability, Cash flow statements, etc
3. Ensure timely completion of TDS and GST compliances for all the clients
4. Prepare documentation for representing the clients before Income Tax, RoC and GST departments
5. Coordination with the Company Secretary for periodic RoC compliances
6. Direct & Indirect Tax compliances
7. Project Reports, CMA preparation for Credit facilities
8. Lead the team of 20 members, travel to client locations and branch offices ensuring smooth completion of Audit and Tax assignments
9. Performance appraisal of junior team members
10. Open to travel outskirts, districts & States

Interested Candidates do send in your CV's to the below mail id
jude@proezacorp.com / Mr.Jude Jayaseelan, HR Manager / Mobile: 9500167890.

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