KARTHIK L & ASSOCIATES

CA INDIA

CA L KARTHIK M.Com, FCA, DISA(ICAI),
Chartered Accountant

Date: 27/10/2025

To
Secretary,
ICAI-SIRC,
Chennai-600034.

KARTHIK L & ASSOCIATES is a reputed mid-sized Chartered Accountancy firm headquartered in Chennai, known for delivering professional excellence and value-driven solutions. The firm offers a wide spectrum of services including **Statutory Filings, ROC Compliances, Concurrent Audits, Statutory and Internal Audits, Forensic Audits, and Advisory Services.**We are a professionally driven firm actively engaged in **Statutory and Internal Audits of listed companies, IPO due diligence assignments, and representations before various statutory and regulatory authorities**, with a focus on integrity, quality, and compliance excellence.

1. **Paid Assistant:** The candidates must have passed CA/CMA (Inter) with 2 years of Experience in any Audit Firm.

Job Description:

S.No	Particulars	Scope of Work / Responsibility
1	Financial Data Compilation	Collection and verification of audited financial statements, trial balance, ledgers, and management accounts for the review period.
2	Analytical Review	Conduct ratio, trend, and variance analysis to identify unusual movements, profitability patterns, and potential risk areas.
3	Documentation & Reconciliation	Reconcile key balances such as revenue, receivables, payables, loans, and inventory with supporting ledgers and schedules.
4	Coordination with Professionals	Coordinate with Merchant Bankers, Valuers, Legal Advisors, and Company Management for financial data and clarifications.
5	Reporting & Presentation	Preparation of Financial Due Diligence Report summarising key observations, adjustments, and risk findings.

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA
Received On
18 OCT 2025
CHENNAI

H.O. : No 15, Shanthini Avenue, Kavangarai, Puzhal, Chennai - 600 066.
Second Office : No :Flat No 25, First Floor,Western Apartments,
Welcome Colony,Thirumnagalam, Chennai-600101.
+91 8148731288 karthikca1994@gmail.com

S.No	Particulars	Scope of Work / Responsibility
5	Reporting & Presentation	Preparation of Financial Due Diligence Report summarising key observations, adjustments, and risk findings.
6	Follow-up & Clarifications	Address queries raised by Merchant Bankers or regulatory authorities and assist in data validation.

Willing to travel to client locations for data collection, discussions, and on-site verification of records.

2 **Article ship :**

Candidate with good academic record, possessing computer and communication skills will be preferred

Stipend will be Rs.10,000/-(1 Year), Rs.12,000/-(2 year), and performance incentives.

For KARTHIK L & ASSOCIATES
CHARTERED ACCOUNTANTS
FRN : 024924S

(L. KARTHIK)
Proprietor
M-No : 251163