KOLANJIVEL & ASSOCIATES,
CHARTERED ACCOUNTANTS

To: **08.04.2025**

The Secretary,
The ICAI, ICAI Bhawan, 122, Mahatma Gandhi Road,
Nungambakkam, Chennai-600 034.

Sir,

Sub: Vacancies For 5 Article Assistants.

We have vacancies for 5 Article Assistants in our office. Candidates having Good Knowledge in MS-Office applications, Tally, Zoho, E-Freight ERP, Mygate will be given preference. The candidate will get immense exposure to the following areas.

1. Statutory Audit - Corporate & Non Corporate.
2. Tax Audits.
3. GST – Registration, Monthly Filing, Annual compliance, Audit and Refunds.
4. Foreign Direct Investments and FEMA & RBI compliances.
5. Maintaining Proper books of accounts.
6. Incorporation of New company (All ROC Filings).
7. Legal advice and compliances to Corporates.
8. Various License for all the startups (Including Factory License).
9. Various legal drafting for business.
10. Company Secretarial Practice.
11. Business Planning Report and Other Management Reporting.
12. Statutory Bank Branch Audit
13. Concurrent Audit of Banks

Interested candidates may contact through mobile or forward the resume to the mail id and mobile number mentioned below.

Thanking you,

For Kolanjivel & Associates

Kolanjivel & Associates Chennai-116 M.No:225992 Chartered Accountants

CA.Kolanjivel.V M.Com., FCA., ACMA., ACS., LL.B.,
Proprietor

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA ★ CHENNAI ★
Received On
09 APR 2025
Counter

Sunshine Flat, Plot No.118. F-1, First Floor, EVP Street, Sapthagiri Nagar, Porur, Chennai - 600116.
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