PROEZA CORP
Performance Empowered

Proeza Corp Private Limited
CIN: U74900TN2013PTC093689
New # 18, Old # 11, 4th Street,
Tirumurthi Nagar, Nungambakkam,
Chennai - 600034.
+91 44 48654707

13.11.25

To,
The Secretary,
SIRC of ICAI,
Nungambakkam,
Chennai

Dear Sir,

Sub: - Recruitment of Account & Audit Managers

We are a team of senior finance professionals based out of Chennai, specializing in Management Consultancy Services for the last 15 years. We have varied experience in the fields of Internal Audits, Direct & Indirect Tax Consulting, Growth Advisory, Corporate Finance and CFO Support Services. Our team consist of professionals with strong execution skills and possess a keen eye to detail.

Currently we have vacancies for **Account & Audit Managers** [3 positions] in 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 ganesh@proezacorp.com/ Mob # 9884265395.

Thanks & Regards

Proeza Corp Pvt Ltd



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Job Profile:

We are looking for **B.com / M.com / Part Qualified/Qualified CA's or CMA's** with 1-5yrs of experience for the position of **Account & Audit Manager** in our firm,.

Number of Position - 3

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 15 members, travel to client locations and branch offices ensuring smooth completion of Audit and Tax assignments
9. Performance appraisal of junior team members
10. Preparation of Financial Statements in Schedule III format and necessary reports for Accounts finalization

Interested Candidates do send in your CV's to the below mail id ganesh@proezacorp.com / Mobile: 9884265395.

Thanks & Regards

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