



To
The Secretary
SIRC-ICAI
22 Mahatma Gandhi Road
Nungambakkam
Chennai 600 034

21st January 2025

Dear Sir / Madam,

Sub: Requirement of One Male Qualified Chartered Accountant

Our Firm is run by the undersigned as a Sole-proprietor and started practicing since 2014, after serving the industry for 25 years. Our Firm has very good audit experience and playing a role of internal auditors for reputed corporates and statutory and tax auditors for various industries, Bank Audit covers Concurrent Audits, Statutory Branch Audits & Stock Audits. Further we are also the GST consultant for the leading companies for their GST Assessments and Appeals. Besides, we are filing of Corporate IT Returns and handling IT Assessments.

We require **One Male Qualified Chartered Accountant below the age of 35 Years with two to three years post qualification working experience in a Chartered Accountant Firm.** The Candidate should have the following knowledge and skills:

1. Thorough knowledge in Filing of Corporate Income tax return and to file an appeal with CIT Appeals and with ITAT.
2. Good working experience in handling Individual / NRI Income Tax Returns.
3. Thorough knowledge in GST matters such as monthly/quarterly/Annual returns and reply to the show cause notices of the GST department.
4. Thorough knowledge in Internal, Statutory and Stock Audit of the Companies.
5. Knowledge in Bank Audits such as Concurrent Audit / Statutory Branch Audit will be an added advantage.
6. Candidate's Membership should be registered with ICAI.



7. To play as a Team Leader for our staff of two CA-Inter qualified, two B.com graduates and one Articled Assistant.
8. Good communication skill and to have direct contact with the client to get our requirement relating to our Audit in a smooth and effective manner.
9. On the basis of necessity, to visit our clients' places situated in other States of India.
10. Maintain secrecy relating to Clients record and not to share the same with outsiders.
11. The candidate should be the full-time employee of our Firm and strictly not to engage with any other CA Firms / Companies and should not practice separately.
12. The candidate will be on three months' probation and get confirmed based on his performance to meet the requirement of the undersigned.
13. The candidate should know Tally and MS-Office.

The selected candidate will be paid a best salary as per the Chartered Accountant Firm's norms and Monday to Saturday will be the working day from 10AM to 6.30PM.

Interested Candidates can mail their CVs to ca.rvkrishnan@gmail.com and also contact the undersigned over the phone to the mobile No. **9841039837**.

We would request you to kindly display our letter in the Institute Board and also upload the same in the Institute website.

Thanking you,

Yours Faithfully,

For R V K & Co

Chartered Accountants



CA R V Krishnan, M.COM, FCA, ACMA

Proprietor

