SRIHARI & CO.
CHARTERED ACCOUNTANTS

No.4, 3rd St, KV Colony, West Mambalam, Chennai -33| Email: srihariandco86@gmail.com

To,

Date: 8th October 2025

The Secretary

The Institute of Chartered Accountants of India

121, Uthamar Gandhi Road

Nungambakkam

Chennai - 600034

Dear Sir,

Sub: Requirement for Audit Assistants, Paid Assistants and Articled Assistants.

We, at Srihari & Co., are a reputed audit firm since 1986, specializing in direct & indirect taxation, internal audit, statutory audit, business advisory services and compliance. We also excel in service tax, transfer pricing, backed by a team of CAs with 50+ years of combined experience.

We are writing to inform you that our firm currently has openings for the following positions:

1. Audit Assistants

- Assist in conducting statutory audits, internal audits and tax audits.
- Support in the preparation and filing of ITR, GSTR and other statutory compliances.
- Minimum 2-3 years of relevant experience (Articleship experience will also be considered).
- Working knowledge of Tally, Microsoft Excel, and audit tools.
- Eligibility: CA Inter qualified candidates are preferred.
- Salary will be as per industry standards, based on skills, knowledge, and experience.

2. Paid Assistants

- Assist in statutory audits, internal audits, and tax audits under the supervision of senior team members.
- Support in preparation and fling of ITR, GSTR, and other statutory compliances.
- Prepare and maintain audit working papers and documentation as per standards.
- Proficiency in Tally and Microsoft Excel is required.
- Eligibility: B.Com graduates with 2-3 years of experience or students pursuing CA -Inter.
- Salary will be as per industry standards, based on skills, knowledge, and experience.

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3. Articled Assistants

- Assist in statutory audits, internal audits, tax audits, and various compliance assignments.
- Gain practical exposure in taxation, accounting, and audit procedures under the guidance of senior professionals.
- Stipend: ₹10,000 for 1st year & ₹13,000 for 2nd year.

We provide exposure in the following areas:

- Statutory audit
- Tax Audit
- Internal Audit
- Trust Audit
- ITR Filing for Individuals, Companies, Partnership Firms & Trusts
- GST Filing, Compliance & Advisory

Interested students can share their profile to **harini.k@srihariandco.com** and may also contact the undersigned directly at 82486372 11 for further details.

We request you to help us reach eligible candidates by posting this requirement on your notice board or sharing it through your regular communication channels.

Warm Regards,

Harini K

Human Resources

Srihari & Co