V.RAJALAKSHMI AND CO
Chartered Accountants

Date: 07-04-2025

To,

The Director,
Southern India Regional Council of
The Institute of Chartered Accountants of India,
ICAI Bhawan,
122, Mahatma Gandhi Road,
Nungambakkam, Chennai-600034.

Dear Sir,

We have vacancies in our Audit Firm for Article Assistants. The advertisement for the position is attached.

We would request you to kindly put up the advertisement on your Notice Board for the attention of the students and also on the Institute's website.

Thanking You,

For V Rajalakshmi and Co.
Chartered Accountants

V.RAJALAKSHMI & CO. 207189 CHARTERED ACCOUNTANTS CHENNAI

V.Rajalakshmi
Proprietrix
Membership # 207189

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA Received On 07 APR 2025 Counter CHENNAI

513D, Phase II, 5th Floor, Spencer Plaza Office Complex,

V.RAJALAKSHMI AND CO
Chartered Accountants

We, V Rajalakshmi and Co, a Chartered Accountant Firm in practice are hiring personnel for CA Articles Trainee:

Article Assistant (Those who completed either1 or both groups of CA Intermediate):

- Scope of Work
  - Direct Tax (Return Filing, Capital Gains Tax Calculation and advisory)
  - Indirect Tax (GST Audit, GST Litigation Assistance)
  - Audit (Statutory Audit of Mid-size and large Companies, Internal Audit)
- Stipend/month in Rs.
  - 12000-15000
- Required Skills
  - Good Verbal Communication (as you would deal with clients over call and at meetings)
  - Good Written Communication (as you would deal with clients through E-mails)
  - Good Excel Skills (as most of the work in an accountant firm is done in MS Excel)
- Study Leave period
  - Study leave period is as per Institute Norms
- Expectation from us
  - A Skilled person with confidence and an urge to learn more of practical aspects (which would definitely pay off in their CA Finals preparation).
  - A person who is also willing to contribute to the team with his/her ideas instead of taking a back seat at the discussions.
  - Finally, a person who is willing to put the clients' needs above one's own when within the office premises in order to provide the best service to the Client.

Where to apply – Write to us, along with your resume, at renga@brrconsultant.com

Contact # 98410 33386

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