V.RAJALAKSHMI AND CO
Chartered Accountants

Date: 03-11-2025

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
Proprietrix
Membership # 207189

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA
Received On
04 NOV 2025
Counter
CHENNAI

513D, Phase II, 5th Floor, Spencer Plaza Office Complex,
769, Anna Salai, Chennai - 600 002
Phn: 98410 73233, 044-4204 0470, Email ID: brrconsultant@yahoo.com
GSTN: 33AEFPR2001B1ZD

V.RAJALAKSHMI AND CO
Chartered Accountants

V Rajalakshmi & Co, a practicing Chartered Accountant firm, seeks CA Articles Trainees who have completed both groups of CA Intermediate. If you're looking for hands-on experience, apply now

❖ **Areas of Work:**

- Direct Tax

  Income Tax Return preparation for Individual, HNI, Firm, Company, LLP, Computation. Determination of tax liabilities, Trust formation, 80G Registration, Audit of Trust, Filing of Form 15CB, Form 61, preparation and filing of tax audit forms, Transfer Pricing forms, Drafting reply to Notices, Rectification u/s 154 of Income tax Act, Filing of Income Tax Appeal, TDS return filing, Traces Registration, Form 26QB – Property TDS , Traces Demand and Reply and Filing of Revised return

- GST – Indirect Tax

  Registration of GST Number, GSTR 1 & GSTR 3B return filing, GSTR 9 & GSTR 9C Annual Return Filing , Litigation Assistance, Cancellation of GST Number, Filing of LUT, Revocation of cancellation, Filing of Appeal Documents.

- Audit and other work

  Statutory, Internal and Tax Audit of Mid-size and Large Companies, Filing of TDS return, Certification under various Law. Drafting of Financial statements, cash flow Statement, Audit report, Directors Report and Notice to AGM. Import-Export code registration, MSME Registration, FCGPR and FCTRS filing, FLA and APR updation, working exposure in Tally prime, Zoho and ERP solutions, opportunity to train and team building and inter-personal skills.

- Secretarial

  Formation of Private Limited/OPC/LLP, Filing of MCA 21 forms, Filing of XBRL, Winding up of companies, KYC updation, DPT3 form and CSR form Filing, Cost Audit XBRL filing, and other MCA 21 Compliances

❖ **Stipend/month.:**

- Rs. 12,000 - Rs. 15,000

❖ **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)

❖ **Our expectations:**

- 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 within the office premises to deliver exceptional service and ensure client satisfaction.

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

Contact # 98410 33386

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