Zoho Corporation Private Limited
Plot 140, 151, Estancia IT Park, Vallancheri,
Chengalpattu District, Tamilnadu, 603 202.
Ph: +91 - 44 - 6744 7070
www.zohocorp.com

SEZ Unit

01-September-2025

To,
Southern India Regional Council (SIRC),
The Institute Of Chartered Accountants Of India,
122, Mahatma Gandhi road,
Nungambakkam, Chennai – 600 034.

Dear Sir / Madam,

Greetings from **Zoho Corporation Private Limited** !!!

We are excited to share an **Industrial Trainee opportunity specialising in GST** for the below mentioned criteria. We would be grateful if you could circulate the details among eligible students who may be interested.

- **Role: Industrial Trainee – GST**
- **Location:** Chennai, Tamil Nadu
- **Training Period:** 12 months (1 year)
- **Company Website:** https://www.zohocorp.com/

Criteria:
The candidate should have completed / or is about to complete 12 months of articleship training and completed CA intermediate / IPCC (Both groups). They can further refer to the industrial guidelines prescribed by ICAI.

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Areas of Exposure :

- Reconcile Input Tax Credit as per the Books of Accounts, vendor invoices, and GSTR-2B.
- Prepare base workings for GST returns (GSTR-1, GSTR-3B, GSTR-9), reconciliations with the Books of Accounts, and ensure timely filing of GST returns.
- Assist in compiling details for replies to GST notices.
- Coordinate and liaise with internal teams on GST-related matters.
- Manage GST registrations, amendments in GST Portal.
- Record GST-related journal entries in the Books of Accounts.
- Verification of documents for availing ITC on eligible bills.
- Communication with Customers and Vendors on GST related matters.

Application Instructions:
Interested candidates are invited to apply by sending in their resume to **blessy.hannah@zohocorp.com** with subject line as **"Application for Industrial Trainee - GST"**

Yours sincerely,
For ZOHO CORPORATION PRIVATE LIMITED

Revathi Parthasarathi
Manager – TA & Training & Development