Zoho Corporation Private Limited
Estancia IT Park, Plot No.140, 151, GST Road, Vallancheri,
Chengalpattu District - 603202, Tamil Nadu, India
Ph : +91 -44-6965 6070

20 November 2025



To

ICAI Bhawan

122, Mahatma Gandhi Road,

Nungambakkam,

Chennai- 600 034

Dear Sir/Madam,

Zoho Corporation Private Limited is a leading software product company, having its office at Estancia IT Park, Guduvanchery, Chennai.

We are currently looking out for two qualified Chartered Accountants – Freshers / Experienced (0-2 years) to join our International taxation (Finance) team for the job profiles in relation to India & International – Direct tax.

The detailed job description for the above job profile is attached with this letter.

We request you to kindly display the attached job description and profile in the ICAI Notice board and thereby enabling us to find a suitable candidate for the job. Suitable resume can be shared to HR - **blessy.hannah@zohocorp.com**.

Thanking you in advance.

For **Zoho Corporation Private Limited**

RAMESH PAVITHRA
Digitally signed by RAMESH PAVITHRA
Date: 2025.11.20 12:35:18 +05'30'



Authorized signatory

Direct Tax-India

Number of openings: 1

Qualification required:

Chartered Accountant Fresher/ or with 1-2 years' experience (or an equivalent qualification / experience)

Job description:

This job profile requires the candidate to independently manage the following Indian direct tax related compliances and reporting requirements by coordinating across other functional teams and also with the external consultants.

Key Responsibilities:

Regulatory Compliances

- Responsible for direct tax compliance for Indian companies.
- Computation of corporate income tax/estimated tax provisions for Advance tax payments on quarterly basis
- Manage TDS Compliances from both Accounts Payable and Accounts Receivable perspectives.
- Support the planning and management of the tax compliance timetable.
- Ensure all local direct tax reporting and payment deadlines are met.
- Assist in the preparation, review, and filing of corporate income tax returns and income tax related forms.
- Ensure timely payment of tax liabilities and booking accounting journals for the same.
- Coordination with internal teams to assist inquiries related to tax matters from auditors and tax departments.
- Preparation and review of response to the notices / assessments / audits by tax authorities.
- Undertake a general ledger review on periodic basis
- Coordination with statutory auditors during statutory audit for tax related requirements
- Understand the business model of the company and review the internal agreements / documents and provide response for tax related queries.
- Keep a tab on the statutory / tax / regulatory filings / reporting timelines and ensure compliance with the same
- Monitor closely the regulatory changes and evaluate the impact on Zoho

Automation and Process Improvement:

- Develop and implement automation solutions for repetitive tax processes.
- Strive to add value through process simplification and automation.

Skills Required:

- Ability and willingness to learn and take responsibilities and leadership skills
- Ability to communicate clearly with colleagues and clients at all levels.

- Good Analytical skills and Knowledge in Income Tax Act
- Ability to work as an independent performer and also as a team player
- Ability to prioritise tasks according to the deadlines
- Pay keen attention to detail
- Practical Experience in Indian tax matters
- Applied knowledge in MS office

Interested candidates can apply for this job by sharing their resume to blessy.hannah@zohocorp.com ; suitable candidates will be scheduled for the interview.

Job Role – Direct Tax-International

Qualifications:

Chartered Accountant Fresher/ or with 1-2 years' experience (or an equivalent qualification / experience)

Skills and Competencies:

- High sense of responsibility, initiative, and high-quality work standard.
- Excellent communication and interpersonal skills.
- Strong attention to detail.
- Good Analytical skills
- Adaptability to work with multiple stakeholders - internal and external
- Time Management skills

Good to have:

- Basic knowledge/ previous experience in international taxation matters
- Applied knowledge in MS office

Job Summary:

• Managing corporate tax compliances and supporting advisory work for our overseas subsidiaries.
• Collaborating with diverse teams — from finance to business and product — and engaging with both internal and external stakeholders.
• Working on multiple, dynamic projects with deadlines that keep you on your toes.

What we're looking for:
• A CA (fresher) who's ready to step into the world of corporate international tax.
• Strong communication skills - you'll be connecting with teams across the business and across borders.
• A team player who can also take ownership and work independently.
• Someone who thrives in a dynamic, fast-paced environment and is not afraid of pressure or multiple deadlines.

Key Responsibilities:

1. **Direct Tax Compliance:**
   - Responsible for direct tax compliance for overseas subsidiaries.
   - Prepare corporate income tax/estimated tax provisions for overseas subsidiary companies.
   - Manage withholding tax compliance for overseas subsidiaries from both Accounts Payable and Accounts Receivable perspectives.
   - Support the planning and management of the tax compliance timetable for the overseas region.
   - Ensure all local direct tax reporting and payment deadlines are met.
   - Assist in the preparation, review, and filing of corporate income tax returns for overseas subsidiaries.

- Ensure timely payment of tax liabilities and booking accounting journals for the same.
- Assist in audit inquiries related to tax matters.
- Prepare statutory current and deferred tax provision notes in the local subsidiaries' financials.

2. **Legislative knowledge and application**
   - Stay up-to-date with legislative changes in direct tax laws of respective jurisdictions.
   - Stay up-to-date on the business model and transactions to identify and advise on tax issues.
   - Respond to various internal stakeholders on their tax related queries.
   - Monitor closely the regulatory changes in the respective jurisdictions and evaluate the impact on Zoho's business.
   - Collaborate with internal and external stakeholders to identify and advise on tax issues for overseas regions.
   - Researching tax laws, regulations, and case law to resolve complex tax issues and disputes.
   - Monitoring direct tax legislation and determining the effect on Zoho of the proposed regulatory changes.

3. **Automation and Process Improvement:**
   - Develop and implement automation solutions for repetitive tax processes.
   - Strive to add value through process simplification and automation.

Interested candidates can apply for this job by sharing their resume to **blessy.hannah@zohocorp.com**, suitable candidates will be scheduled for the interview.