

To,
The Secretary,
SIRC of ICAI,
Nungambakkam,
Chennai

20.01.25

Dear Sir,

Sub: - Recruitment of Account & Audit Managers

We are a team of senior finance professionals, based out of Chennai, specializing in Management Consultancy Services. We have varied experience in the fields of Internal Audits, Direct & Indirect Tax Consulting, Business Planning & Standard Operating Procedures, Entity Valuation, Corporate Finance and Due Diligence services, Virtual CFO Services. Our team consist of young professionals with strong execution skills and possess a keen eye to detail.

Currently we have vacancy for **Account & Audit Managers** [5 positions] in our firm on direct rolls. Remuneration is not a constraint for dynamic resources. Interested Candidates do send in your CV's to the mail id jude@proezacorp.com/ Mob # 9500167890 Mr.Jude Jayaseelan, Sr.HR Manager.

Thanks & Regards



Proeza Corp Pvt Ltd



20.01.25

Our requirements:

We are looking for **B.com / M.com / Part Qualified/Qualified CA's** with 1-5yrs of experience for the position of **Account & Audit Manager** in our firm,.

Number of Position - 5

Following will be the job responsibilities:

1. Planning the Audit program of clients, deputing staff to different client locations, preparing customized checklists for different clients depending upon the nature of client's business, completing the Audit before the target deadlines and submission of periodic audit reports
2. Data collection from different branches of clients and preparation of MIS reports like Branch profitability, Cash flow statements, etc
3. Ensure timely completion of TDS and GST compliances for all the clients
4. Prepare documentation for representing the clients before Income Tax, RoC and GST departments
5. Coordination with the Company Secretary for periodic RoC compliances
6. Direct & Indirect Tax compliances
7. Project Reports, CMA preparation for Credit facilities
8. Lead the team of 10-15 members, travel to client locations and branch offices ensuring smooth completion of Audit and Tax assignments
9. Performance appraisal of junior team members
10. Preparation of Financial Statements in Schedule III format and necessary reports for Accounts finalization
11. Open to travel

Interested Candidates do send in your CV's to the below mail id
jude@proezacorp.com / Mr.Jude Jayaseelan, HR Manager / Mobile:
9500167890.

Thanks & Regards



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