GUPTA MADHU & CO
Chartered Accountants

Job Description

Executive Audit – On-site (Chennai | Kotturpuram)

Job Description

We are hiring an Audit Executive to support our audit and accounting team in managing daily accounting operations, tax filings, and audit assignments. The role involves working with accounting software, interacting with clients for financial data, ensuring statutory compliance, and preparing accurate financial and audit reports in a timely manner.

Key Responsibilities & Exposure

- Support the preparation of financial statements, management reports, and filing of Income Tax and GST returns.
- Gain exposure to Internal Audit, Statutory Audit, and Tax Audit engagements.
- Assist in the preparation and maintenance of audit working papers and supporting documentation.
- Develop practical experience in Direct Taxation and Indirect Taxation (GST) compliance.
- Assist in handling tax assessments, tax litigation support, and statutory compliance matters relating to Income Tax and GST.

Eligibility Criteria

- CA / CMA (Article, Inter, or Final) students are preferred.
- Proficiency in accounting software such as Tally, Zoho Books, and a strong working knowledge of the Microsoft Office Suite is required.
- Freshers as well as candidates with up to 3 years of experience are welcome to apply.
- Strong understanding of basic accounting and taxation concepts, good communication, and interpersonal skills

Application Process

Interested candidates may send their CV to **career.sssc@outlook.com.** For any additional queries, they may reach out to us at **8668066884 & 7299811166**

Warm Regards,
GUPTA MADHU & CO

Madhu Gupta
Digitally signed by Madhu Gupta
Date: 2026.03.14 12:42:27 +05'30'

Madhu Gupta
Chartered Accountant

GUPTA MADHU & CO CA M.No. 417951 CHENNAI CHARTERED ACCOUNTANTS

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA ★ CHENNAI ★
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