**JEEVAN & ASSOCIATES**
CHARTERED ACCOUNTANTS

S.P. Towers, 2nd Floor, 2B
No.81, Valluvar Kottam High Road,
Nungambakkam,
Chennai – 600 034, Tamil Nadu.

To
The Secretary,
The Institute of Chartered Accountants of India (ICAI),
Southern Region, Nungambakkam High Road,
Chennai – 600 034

**REQUEST TO DISPLAY IN NOTICE BOARD**

**Sub**: Required **Articled Assistants**

We are a well-established Chartered Accountant Firm requiring **Articled Assistants.**

As an Articled Assistant, you will receive comprehensive practical training and hands-on exposure across diverse areas of Chartered Accountancy practice, including:

- Preparation and filing of Income Tax Returns (ITRs) and Tax Audit assignments.
- Financial and Tax Due Diligence for mergers, acquisitions, and business transactions.
- Statutory Audits, Corporate Compliances, and ROC-related matters.
- Internal Audits, MIS preparation, Business Restructuring, and Management Consultancy assignments.
- GST compliance, including Return Filing, Annual Filings, and GST Audits.
- GST litigation support, including GSTAT representations.
- Practical exposure to leading accounting and ERP platforms such as SAP, Microsoft Business Central, Tally, and Zoho Books.

Our articles are encouraged to take ownership of assignments, interact with clients, and develop the technical, analytical, and professional skills required for a successful career as a Chartered Accountant. We are looking for enthusiastic, self-motivated, and dedicated candidates who are eager to learn, take on new challenges, and grow along with the organisation. If you are passionate about building a strong professional foundation and gaining diverse practical experience, we would love to have you join our team.

**Number of vacancies available: 3**

Contact Mobile Nos: 98848 24742 – Mahima Jeevan Kumar
98841 37065 – Jeevan Kumar. B

Email Address: **CA.JEEVANKB@GMAIL.COM**
**CA.MAHIMAJEEVAN@GMAIL.COM**

Thanking you,
Yours Sincerely,

-sd/-
Mahima Jeevan Kumar
Partner
Jeevan & Associates

**Address:**
**S.P. Towers, 2nd Floor, 2B, No. 81,**
**Valluvar Kottam High Road,Nungambakkam**
**Next to Nungambakkam Police Station,**
**Chennai – 600 034, TN.**