PROEZA CORP
Performance Empowered

Proeza Corp Private Limited
CIN: U74900TN2013PTC093689
New # 18, Old # 11, 4th Street,
Tirumurthi Nagar, Nungambakkam,
Chennai - 600034.
+91 44 48654707

13.07.26

Job Profile:

We are looking for **B.Com / M.Com / Part Qualified CA's or CMA's** with 1-5yrs of experience for the position of **Account Executives and Accounts Manager** in our firm.

Number of Positions - 3

Following will be the Job responsibilities:

1. Data collection from clients and preparation of MIS reports like Branch profitability, Consolidated P&L, Cash flow statements, Ratio Analysis
2. Ensure timely completion of TDS and GST compliances
3. Prepare documentation for representing the clients before Income Tax, RoC and GST departments
4. Coordination with the Company Secretary for periodic RoC compliances
5. Project Reports, CMA preparation for Credit facilities
6. Preparation of Financial Statements in Schedule III format and necessary reports for Accounts finalization
7. Planning Internal 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 report

Interested Candidates do send in your CV's to the below mail id ganesh@proezacorp.com / Mobile: 9884265395.

Thanks & Regards

Proeza Corp Pvt Ltd