**UVA & CO**
**Chartered Accountants**

**91, DURAIARASAN STREET,**
**SALIGRAMAM,**
**CHENNAI – 600093**
**Phone No: 044- 4597 3858**
**Email : info@uvaco.in**

## Job Vacancy – Accounts & Compliance Executive

**Company:** UVA & CO, Chartered Accountants

**Location:** 7/11, PLOT NO.3, GURU KRUPA, BHARATHI NAGAR, 2ND STREET, T NAGAR, Chennai-600017.

We are looking for a dedicated and detail-oriented professional to join our team as an **Accounts & Compliance Executive**.

**Key Responsibilities:**

- Preparation and filing of ROC forms with the Ministry of Corporate Affairs
- Handling company incorporation procedures (Private Limited, LLP, etc.)
- Ensuring compliance with statutory requirements under the Companies Act
- Maintaining proper documentation and records
- Coordinating with clients for compliance-related matters

**Required Qualification & Skills:**

- Knowledge and experience in ROC filings and company incorporation
- Familiarity with MCA portal and compliance procedures
- Strong attention to detail and organizational skills
- Good communication and client-handling abilities
- Relevant qualification in Commerce / Law / Professional courses

**Experience:**

- 0–2 years (Fresher's with relevant knowledge may also apply)

**Salary:**

- As per industry standards

**How to Apply:**
Interested candidates may send their resume to info@uvaco.in
Mobile No: **+91 9884884681**

**For UVA & CO**
**Chartered Accountants**

**Authorised Signatory**
**Date: 29-06-2026**

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA
Received On
30 JUN 2026
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