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: 19-05-2026