Zoho Corporation Private Limited
Plot 140, 151, Estancia IT Park, Vallancheri,
Chengalpattu District, Tamilnadu, 603 202.
Ph: +91 - 44 - 6744 7070
www.zohocorp.com

SEZ Unit

Date : 13-Jan-2026

To,
Southern India Regional Council (SIRC),
The Institute Of Chartered Accountants Of India, 122,
Mahatma Gandhi Road, Nungambakkam,
Chennai, Tamil Nadu – 600034.

Dear Sir / Madam,

Greetings from **Zoho Corporation Private Limited** !!!

We are excited to share an opportunity in the GST domain for CA Intermediate candidates who meet the below-mentioned criteria. We would be grateful if you could circulate the details among eligible candidates who may be interested.

Role: GST Executive / GST Associate (CA Intermediate)
Location: Chennai, Tamil Nadu
Job Type: Full-time
Company Website: https://www.zohocorp.com/

Eligibility Criteria:
Candidate should have cleared **CA Intermediate / IPCC (Both Groups)**.
Candidates with relevant exposure or practical experience in GST will be preferred.

Areas of Exposure / Responsibilities:

- Reconciliation of **Input Tax Credit (ITC)** as per Books of Accounts, vendor invoices, and **GSTR-2B**.
- Preparation of base workings for GST returns (**GSTR-1, GSTR-3B, GSTR-9**) and reconciliation with Books of Accounts.
- Ensuring **timely and accurate filing of GST returns**.
- Assisting in compilation of details and preparation of responses to **GST notices**. Coordinating and liaising with internal teams on **GST-related matters**.
- Managing **GST registrations**, amendments, and updates on the GST Portal.
- Recording **GST-related journal entries** in the Books of Accounts.
- Verification of documents for availing **eligible ITC**.
- Communication and coordination with **customers and vendors** on GST-related issues.

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Application Instructions:
Interested candidates are invited to apply by sending in their resume to **blessy.hannah@zohocorp.com** with subject line as **"Application for CA Intermediate".**

Yours sincerely,
For ZOHO CORPORATION PRIVATE LIMITED

Revathi Parthasarathi
Manager - TA & Training & Development