

20th April'2021

To,
The Institute of Chartered Accountant of India
No 122, Mahatma Gandhi Salai,
Nungambakkam,
Chennai – 600034



Dear Sir/Madam,

Sub :- CA Completed candidates required – Reg.

We are required for CA Completed candidates (10 to 15 years' Experience) at your esteemed Organisation. Kindly share the candidates CV to the below mail ids.

1. hrarena@khivrajmotors.com
2. hrdmanager@khivrajvahan.com

The Roles and Responsible of the candidate would be as follow:-

Finance and Accounts.

- Sound knowledge in Tally Accounting
- Sound Knowledge in GST Returns, BRS & TDS/TCS Returns
- Bank account handling
- Audit handling
- Obtain and maintain a thorough understanding of the financial reporting and general ledger structure.
- Manage and oversee the daily operations of the finance and accounting department
- Monitor and analyze accounting data and produce financial reports or statements
- Establish and enforce proper accounting methods, policies and principles.
- Ensure updating of daybook, ledger and Profit & loss account periodically.
- Develop and maintain financial record keeping and reporting systems.
- Monitor and follow-up on receivables that have been outstanding for unusually long periods of time.
- Meets accounting financial objectives by forecasting requirements; preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.

Show Rooms : ** No. 623, Anna Salai, Chennai - 600 006 ; ** Plot No.6, Developed Electrical & Electronics Industrial Estate, Perungudi, Chennai - 600 096 ; ** No. 290/8B, Poonamallee high road, ondikuppam, manavalanagar(opp)to BPCL petrol bunk, Thiruvallur - 602 002 ; ** No. 106, Nehru Bazaar, Near Indian Bank, Uthukottai, Thiruvallur - 602 026.

Show Rooms (Nexa) : ** No. 85, Plot No. FB-4, South Main Road, SIDCO Industrial Estate, Ambattur, Chennai - 600 058.

Show Room (CV) : ** No. G10 & 11, Door No.91, Poonamallee High Road, Nerkundram, Chennai - 600 107.

True Value : ** 1/6, Poonamallee High Road, Nerkundram, Chennai - 600 107.

Service Centres : ** Mount Road Ph : 044 4226 9574 / 575 / 580 / 581 / 617 / 618 / 621 / 623 / 637 ; ** Guindy Ph. : 044 4354 2303 / 304 / 305 / 306 / 307 ; ** Perungudi : Ph. 044 4900 9191 ; ** Thiruvallur : Ph. 044 27642225 ; ** Uthukottai : Ph. 044 27631119

Service Centre (Nexa) : ** Ambattur : Cell : 98410 45486, 044 2688 0251