



VENKAT AND RANGAA LLP

CHARTERED ACCOUNTANTS



To
The Secretary,
The SIRC of ICAI,
Chennai-600034.

Dear Sir/Madam,

We request you to kindly display our Article Assistant Vacancy on the Notice Board

VACANCY FOR ARTICLE ASSISTANT

- Position:** Article Assistant
- Location:** Chennai
- Eligibility:**
1. Completed Both the Groups of CA Intermediate or
 2. Completed any one Group of CA Intermediate
- Requirement:**
1. Good Communication Skills
 2. Knowledge in MS Office & Accounting software Like Tally
 3. Willingness to Learn, adapt & work as a team
- Exposure Provided:**
1. Income Tax (Filing, TDS, Tax appeal, Representation Services)
 2. Indirect Tax (Monthly Filing, Registration, Representation Services)
 3. Audit (Statutory Audit, Internal Audit, Tax Audit)
 4. Accounting
 5. Payroll
 6. Registration Services (MSME, ESI, PF)
 7. Compliances on various Acts

Contact: +91 9380742792, +91 9444353680
Zameer.t.ca@gmail.com, Venkatandrangaatz@gmail.com

Thanking You,

For Venkat and Rangaa LLP
Chartered Accountants

CA ZAMEER T
Partner
Place: Chennai
Date: 20-12-2021



H.O.: No.13 (Old 6), Flat No.5, "Majestic Apartment", 1st Floor, Soundarrajan Street, T.Nagar,
Chennai - 600 017. Phone : 044-24326429 E-mail : vandr1984@gmail.com
B.O: #287, Kaligammal St., Vasanthapuram, Mangadu, Chennai - 600122.
Mobile : +91 93807 42792 Email Id : zameer.t.ca@gmail.com