



**TO:**

The Secretary,  
The ICAI, ICAI Bhawan, 122, Mahatma Gandhi Road,  
Nungambakkam, Chennai-600034.



**Sir,**

**Sub:** Vacancy for 3 Article Assistants-From Porur and around Circle only.

We have vacancy for 3 Article Assistants in our office. Candidates having Good Knowledge in Ms-Office Applications, Tally, Zoho, E-Freight ERP will be given preference. The candidates will get immense exposure to the following areas.

1. Statutory Audit of Private Limited Company.
2. Tax Audit
3. GST Filing, compliance and Audit.
4. Foreign Direct Investments and FEMA compliances.
5. Maintaining Books of Accounts.
6. Incorporation of New company (All ROC Filings).
7. Legal advice and compliances to Corporates.
8. Various License for all the startups (Including Factory License).
9. Various legal drafting for business.
10. Company Secretarial Practice.
11. Business Planning Report and Other Management Reporting
12. Statutory Bank Audit

Interested candidates may contact and forward the resume to the mail id and mobile number mentioned below.

Thanking you,

**For Kolanjivel & Associates**



**CA.Kolanjivel.V M.Com., F.C.A., A.C.M.A., A.C.S., LL.B.,**  
**Proprietor**