



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



**01.11.2022**

**Sir,**

**Sub:** Vacancies For 3 Article Assistants - From Porur and around Circle will be preferable.

We have vacancies for 3 Article Assistants in our office. Candidates having Good Knowledge in MS-Office applications, Tally, Zoho, E-Freight ERP, Mygate will be given preference. The candidate 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 Proper 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
13. Concurrent Audit of Banks

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

Thanking you,

**For Kolanjivel & Associates**



**CA.Kolanjivel.V M.Com., FCA., ACMA., ACS., LL.B.,**  
**Proprietor**