



TO:

24.08.2020

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



Sir,

**Sub: 3 Vacancies (2 Nos Article Clerk/ Assistants & 1 Nos Paid Assistant/ Office Boy)-  
From Porur Circle or Nearby 5kms circle only.**

We have 3 vacancies for Article Clerk/Assistants, Paid Assistant/ Office Boy in our office. Candidates having Good Knowledge, Communication and Computer skills will be appreciated and be given preference. Remuneration shall be commensurate with Experience and Knowledge and won't be a constrain. 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. Incorporation of New company (All ROC Filings).
6. Legal advice and compliances to Corporates.
7. Various License for all the startups (Including Factory License).
8. Various legal drafting for business.
10. Company Secretarial Practice.
11. Business Planning Report and Other Management Reporting.

Interested candidates may contact through mobile or forward the resume to the mail id [kvcacscma@yahoo.com](mailto:kvcacscma@yahoo.com) 9789492456/ 8056044817.

Thanking you,

For Kolanjivel & Associates

  


CA.Kolanjivel.V M.Com., F.C.A., ACMA., LL.B., CS.,  
Proprietor