



**M A C K AND CO,**  
**Chartered Accountant**

No.26/9, Mayor Sivashanmugam Street, Old Washermenpet, Chennai- 600021  
Email: [m.arunmathi@ymail.com](mailto:m.arunmathi@ymail.com) Ph: 9952084070



**Article Assistant / Articleship / Paid Assistants**

**Requirement:**

We are looking for:

- i) Fresher (Person wanting to join articleship)
- ii) Semi qualified CA / CA final one group with 1 – 5 years' experience in an audit firm
- iii) Paid Assistants (B.Com / M.Com graduates)

**Profile:**

Candidate will get exposure to work with clients from varied industries in multiple domains such as:

- i) Income tax returns filling for individuals and companies
- ii) Tax audits, statutory audits, Companies Act 2013 related audits
- iii) ROC / MCA compliance for companies
- iv) Internal audits
- v) Designing and documenting policies and procedures
- vi) Goods and Services Tax (GST) compliances and return filling

**Other Skills and Abilities:**

- Knowledge of accounting, auditing process / procedures
- Proficient in using computer software (e.g., MS Word, MS Excel, MS PowerPoint, Visio, etc.) and application systems.
- Ability to work independently

Stipend and salary will be paid as per experience and qualification as per market standards.

**Please send your curriculum vitae (CV) and bio with your motivation letter to apply for this job by:**

**Emailing at [m.arunmathi@ymail.com](mailto:m.arunmathi@ymail.com); (M) + 9952084070**

**Work location:** Bhuvaneshwari Complex, 2nd Floor New No.4, Old, 19, Dr Thomas Rd, T. Nagar, Chennai, Tamil Nadu 600017



*(Handwritten signature)*