



MMCN/MAI/0028/21-22

Date: 16.12.2022

To
The Secretary, The Institute of Chartered Accountant of India,
No. 122, Uthamar Gandhi Rd, Thousand Lights West,
Nungambakkam, Chennai, Tamil Nadu 600034

Dear Sir/Madam,

Sub: Job Vacancy – Assistant Manager Finance

With reference to above subject, we have job vacancy for Chartered accountant (0-2 Experience) as Assistant Manager Finance. The below will be work profile.

Monthly Financial Statements Preparation, Reporting

Fixed Asset Additions / Deletion, Depreciation Workings

GST Monthly Return Filing (GSTR 1 & 3B)

Capex Form Preparation, FA Disposal

Vendor, Customer Maintenance Form

Financial Check for new proposed customer, On Board Form

Scrap Check, SAR & MDL check

GST 2 B Vendor Purchase Reconciliation

Verification of Local and Import Payments

General Ledger Scrutiny and reconciliation of GL with books of accounts, Stat Audit and GST Audit

Kindly acknowledge the receipt.

CONTACT - DWAKARNATH, HR

6380217121

Thanking You,

Yours Sincerely

For Mentor Printing and Logistics Pvt Ltd

Authorized Signatory



Mentor Printing and Logistics Pvt. Ltd.

B-49, B-50 & B-51, SIPCOT Industrial Park,
Irungattukottai – 602 117, Sriperumbudur Taluk,
Tamilnadu. India

Tel. No.: +91 44 7110 3600 Fax. No.: +91 44 7100 3602