



Mohan Mutha
Exports Pvt. Ltd.

Mohan Mutha Exports Pvt. Ltd.

"The Lattice", No. 20, Waddels Road, Kilpauk, Chennai - 600 010, India.

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CIN No. : U74999TN2006PTC059050

GST No. : 33AAECM6222H1ZR

Date: 09/06/2023

To,
The HRD,
Southern India Regional Council,
ICAI Bhawan.
22, Mahatma Gandhi Road
Post Box No. 3314, Nungambakkam, CHENNAI - 600034.
Contact No: 044 - 3989398

From,
Paari Vendan R
Group Head HR,
Mohan Mutha Group,
The Lattice, Old No 7/1, New No 20 2nd and 3rd Floor, Waddels Rd, Kilpauk, Chennai,
Tamil Nadu 600010
Mobile no: 9840223177.

Subject: Proposal for recruitment of CA candidates

Respected Sir/Mam

This is to bring in your kind notice, that I am Paari Vendan R, Group Head HR of Mohan Mutha Group of Companies.

We as an organization is putting up a proposal for recruitment of **CA completed Jain candidates with minimum 2+ years of experience** for our firm. We would like you to arrange the mentioned arrangements for the recruitment procedures. Attached the Job Description, No. of Candidates to be recruited along with this proposal for your kind reference.

About us:

Mohan Mutha Exports Pvt. Ltd. is an unparalleled exports firm, based in Chennai, India which is also entrenched across other parts of the world. Founded by Shri Mohanlal Mutha in 1957, we are one of the leading export companies in India.

We are valiant bearers of ISO 9001:2015 certification, consistently delivering international quality products to our customers. Not just that, we are one of the few export companies in India who is a Government Accredited Star Export House, for we have excelled in international trade. We are stationed across the globe, with our liaison offices in world's giant trading citadels including Maldives and Singapore.

Mohan Mutha Exports realizes the tenor of being on the beam in this world in which competition multiplies every other second. With this type of acute competition, aiming for perfection and striving every second to reach our goals is the apt way to fight the same and tap every single opportunity that comes our way.

For further details, please reach out to paari@mmexports.com / recruitment@mmexports.com (Email) or our HR Department 9840223177. We await your corporation and response.

Thanking you,



No. Of openings: 02

Job Description

Assistant Manager – Finance

1. Ensure proper Systems and Process are in place for all Financial Transactions and adequate controls are in place.
2. Ensure all the Group/Corporate Policies are followed by the Company and in case of Deviations, the same to be reported to financial controller.
3. Determine work procedures, prepare work schedules and expedite workflow within the Finance Department.
4. Perform analytical reviews of finance operations and identify missing information. Prepare schedules for open issues and propose an action plan to address shortfalls in readiness for approval.
5. Developing and maintaining dashboard reports & Compliance on Statutory, Legal, management, joint venture, Banking and other stake holders.
6. Ensure monthly finance review meetings as per Management policies.
7. Participating in the preparation of monthly, bi-annual, and annual financial year end closings, in accordance with group guidelines.
8. Preparing and managing of the drivers for the correct execution of cost allocation cycles.
9. Preparing reports on financial activities and results for use by top management in making decisions about operations or policy changes
10. Assists with audit requests from External Audit, Regulators and internal control teams.
11. Assist FC with management of all accounting operations including Billing, A/R, A/P
12. Preparing budgets and forecasting future financial needs
13. Develop and document business processes and accounting policies to maintain and strengthen internal Controls.
14. Takes responsibility for the planning and execution of financial duties and projects of a company.
15. Performing Ad hoc duties assigned by reporting manager with the prescribed time limit.
16. Manage employee reimbursements, review, verify, document.
17. Administration and documentation of all salaries, wages, bonuses, deductions (payroll taxes, benefits), and workers compensation of all employees.