



To
The Secretary,
The Institute of Chartered Accountant of India,
Nungambakkam,
Chennai – 600034.



18th April, 2022

Sir,

Sub: VACANCIES - FOR ARTICLED ASSISTANTS AND PAID ASSISTANTS

We are a firm of Chartered Accountants in practice in Chennai. We have vacancies for Articled Assistants and Paid Assistants in our branch in West Mambalam.

Qualification Required:

For Article Assistants – No. of Vacancy – 1:

- Should have passed both or one group of CA Inter with good academic records.
- Basic Knowledge in Accounts.
- Should possess good interpersonal and communication skills.
- Knowledge in Tally ERP 9 and MS-Office Preferable.

For Paid Assistants – Internal Audit – No. of Vacancy – 1:

- Candidate who has completed both groups of CA Inter or one group in CA Final with 2-5 years of experience in Internal and Management Audits.
- CA Fresher with hands on experience in Internal and Management Audits.
- Knowledge of working in SAP will be an added advantage.

For Paid Assistants – Statutory Audit and Other Compliances – No. of Vacancy – 1:

- Candidate who has completed both groups of CA Inter or one group in CA Final with three years of articles.
- Candidate should have hand on experience in finalization of accounts.
- Exposure in Statutory Audit, Income Tax, GST, TDS and ROC filings is required.
- Knowledge in Tally, Zoho and MS-Office.

Salary will not be a constraint for deserving candidate and will be commensurate with the qualification and experience

Interested candidates may reach send their resume to rajasekar@cardr.in and contact us at +918144497222

Thanking You

For R D Rajasekaran & Associates

R.D. Rajasekar
Rajasekaran R D

