



Date: 10/10/2022

To,  
Secretary  
ICAI- SIRC  
Chennai- 600034

**Desired Candidate profile:  
Accounts Executive**

The candidates must have passed CA inter or B.Com with at least one year of experience in any CA audit firm/Industry

**Roles & responsibility**

1. Support & coordination for GST filing
2. Support & coordination for E-Invoicing
3. Mapping & tracking the income from membership fees, delegate fees & Events
4. Preparing work orders & purchase orders under the guidance
5. Any other work as assigned by Head Finance

**Skill required**

- GST working knowledge
- MS office
- Good communication skills
- Learning agility, passionate about work & Proactive to learn something.

**Consolidated Pay:** Rs.15,000 PM (Salary is not constraint for right candidate)

**Experience – 0-1 year with GST Knowledge**

Please contact us @ 9384697969/Send us your resume to [hr@saeindia.org](mailto:hr@saeindia.org).

For SAEINDIA  
*D. Subash*  
Authorised Signatory

