



To

The Secretary
M/s The Institute of Chartered Accountants of India
Chennai 600034
Sir

Sub:- Openings in our Organization –Regarding

We would like to introduce our self as leading Infrastructure Civil construction company working under name and style of M/s. South East Constructions Company private Limited with Registered office at Virugambakkam , Chennai 600092. We are in business for more than 4 decades

Our Line of activities are developing infrastructure , irrigation projects , Constructions of Bridges , Roads, etc. Our company turnover is Rs 200.00 Cr (Including Group company companies turnover) with workorder backlog of Rs. 350 Crores. Our projects are spread across India, and are currently operating In Jharkhand (Ranchi, Tata Nagar) Madhya pradesh, Karnataka & Goa, etc..

For our expansion , we need Accounts professionals to strengthen our accounts department.

Candidate with following qualifications may forward the Resume /may appear for personnel interview at the above mentioned office address

1. Minimum B.com, CA/ICMA/CS (Inter Pass) with 3 yrs to 5 yrs experience
2. Knowledge of independent Indirect Taxes in works contracts, Audits, GST filings
3. Exposure of MSME Concessions/ Bank compliances w.r.t. working capital limits
4. **Good Communication & drafting Skills in English.** Hindi speaking knowledge is Preferred
5. Should be proficient with **MS Office, EXCEL and Tally ERP**
6. Telugu reading/ speaking preferred
7. Must be ready to work at our sites all over India (current posting at Chennai/ Ranchi)

Thanking you

With Kind regards,

For South East Constructions Company Private Limited,

[Signature]
Manager -HR



9841440792 / 044 24799992 / 044 24799991 Mail : southeast.secc@gmail.com ,