



# RISHS INTERNATIONAL SCHOOL

# 16/2A Kundrathur Main Road, Mangadu, Chennai - 600 122.



To,  
The Secretary,  
The Institute of Chartered Accountants of India,  
SIRC - ICAI Bhavan,  
CHENNAI

Date : 06/07/2023

**Subject : Request for displaying employment vacancy on your notice board**

Dear Sir,

We are owning and operating 2 CBSE schools at Mangadu and Ranipet with a combined student strength of 2500 and a dedicated team of 200+ staff members.

**We are hiring CA qualified or CA intermediate passed candidate.**

**Job Position :** AGM Finance; Finance Executive

**Qualification :** Fresh CA and CA intermediate passed candidates

**Job Profile :**

- 1) Supervising day to day accounting and finance functions
- 2) Liaison with banking and financial institutions, auditors and company secretary
- 3) Regular preparation and submission of PF, TDS and other statutory compliances
- 4) Periodical preparation and submission of MIS to the management

**Experience :**

- 1) Knowledge of Tally, Income-tax, Company law and MS-office is a must
- 2) Good communication both oral and written is needed

**Remuneration :** Will not be a constraint for suitable candidate

**Joining :** Those who are willing to join immediately shall be preferred

Please send your resume on [secretary@rishsinternationalschool.com](mailto:secretary@rishsinternationalschool.com)

**Contact : 70944 55733 ; 93429 14504**



958 5555 555 / 709 4455 700 / 01  
/ 02 / 04 / 06 / 07 / 09 / 23 / 24 / 25



[info@rishsinternationalschool.com](mailto:info@rishsinternationalschool.com)  
[rishs.info@gmail.com](mailto:rishs.info@gmail.com)



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