



## Job Profile for Industrial Trainee

### Required Qualifications

We are currently seeking a CA Intern to join team at corporate office, as part of the internship training, candidate to work on the following:

### Responsibilities

- 1) Assisting in overviewing Receivables
- 2) Assisting for statutory and Group audit and preparing necessary data,
- 3) Monthly cost report for management to review,
- 4) Analytical report for merchants and clients,
- 5) Part of monthly financial closing as per group norms,
- 6) Preparation of branch wise pending credit report and identifying mapped transactions,
- 7) Preparation of data for submission to tax team regarding income tax assessment notices.
- 8) Other support required as and when needed.

### Requirements

Candidate to have the aptitude to learn various aspects of business, Candidate should possess good verbal and written communication skills and should have hands on knowledge of Microsoft excel word and ppt.

Working Hours – 9.30 to 6.30pm (5 days a week)

Stipend – As per industry norms

Contact Details – Rupali.Pai@sodexo.com: 9819531217

### Benefits and Rewards Services

Sodexo SVC India Private Limited | Corporate Identity Number (CIN) - U74140MH2008FTC182494

Regd. Office : 503 & 504, 5<sup>th</sup> floor, B Wing, Hiranandani Fulcrum, Sahar Road, Andheri (E), Mumbai – 400099.

Tel No. :-022 4321 4321 | www.sodexo.in | client@india.sodexo.com | partner@india.sodexo.com





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### Responsibilities

- Support in data collation and analysis for preparation of corporate tax / GST returns
- Reconciliation of TDS return with expenses
- TDS receivable accounting and its reconciliation with Form 26AS
- GST TDS accounting and its reconciliation with GST portal data
- Tax research and analysis of new tax provisions
- Data gathering as needed to respond notices and tax /statutory audits.

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