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Date: 28.04.2024

To,

The Admin Office,

ICMA Institute,

Egmore, Chennai

Dear Sir,

We request your Goodself to kindly put the enclosed vacancy details for CMA Semi Qualified Candidates in your Institute's notice board.

Thanking you,

Yours Sincerely,



For Alcor Business Services Private Limited

M Balamurugan,

Manager

We are an Accounting, Taxation and Corporate laws consulting company based out of Chennai. We require CMA Semi Qualified Candidates as per the criteria mentioned below.

S.No	Particulars	Remarks
1	Designation	Accounts Executive
2	Qualification	CMA Inter Qualified (Both groups completed)
3	Age	Below 35 years
4	Communication Skills	Good communication skills, English fluency must.
5	Pre-requisites	1. CMA Inter Passed. 2. Good Accounting, GST knowledge must. Candidates must be well versed in basics. 3. Working knowledge on <b>MS Office- Particularly Excel/Word - Must.</b>
6	Remuneration	3 to 6 Lakhs PA (As per Industry Standards)
7	Job location	Chennai
8	No. of Vacancies	1
9	Job Description	The candidates will be working on 1. Financial Reporting – preparation of Financials and finalization. 2. Statutory Returns – GST/TDS/PF, ESI Filings, and Income tax Returns. 3. MIS, Internal Audit, Statutory Audit.

Interested and Eligible candidate may send their latest resume with contact details (Mobile number and E-mail ID) to [Info@taxoutlook.in](mailto:Info@taxoutlook.in) / Phone: 9884608962 with subject line item – “Resume for Accounts Executive”

**Note: Outstation candidates – Please apply only if you are relocating to Chennai.**

Candidates having necessary pre-requisites alone are advised to apply.



For Alcor Business Services Private Limited

M Balamurugan,

Manager

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