

27-11-2023

**Sub: Requirement of Accounts Assistant. -- Request to display this letter on Institute Notice Board.**

Diwakar & Associates is a leading Cost Accountant's (CMA) firm based in Chennai, India. Value-added and Dedicated services have made the firm a preferred Cost Accountancy Firm. The firm provides comprehensive end-to-end solutions to clients across Audit, Taxation (Income Tax and GST) and Business Advisory.

The Core Competence of the firm is in Preparation & Maintenance of Cost Records, Cost Audit, Management Consultancy. The firm also specializes in services related to Registrar of Companies, Corporate Finance, Legal & Labour laws.

The firm is trusted by companies of all sizes and from various industries like Construction, Water purification etc including Start Ups.

Considering the phenomenal growth, the firm is looking for Accounts Assistant with following qualifications.

**Post:** Accounts Assistant

**No of Posts:** Two

**Location:** Chennai

**Qualifications:**

- B.Com with CMA Intermediate/CMA pursuing /CA Intermediate
- 2 years of relevant experience in Accounting, Taxation, GST etc.
- Working experience in MS Office, Excel and Tally will be an added advantage.
- Hard working & Positive Attitude
- Good Communication skill
- Self starter with lateral thinking ability

**Salary details:**

- CTC will be a maximum of Rs.2.40 lacs per annum, depending on the candidate.
- CTC includes all Statutory benefits like PF, ESI, Gratuity etc.

Interested candidates can mail their resume at [diwakar.cma@gmail.com](mailto:diwakar.cma@gmail.com) or contact 9361127226

Thanking you,



**DIWAKAR & ASSOCIATES**  
COST ACCOUNTANTS  
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**Diwakar & Associates**

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