

Date: 31st January 2018

To
Mr. Suryanarayana N.Rao,
Administrative Officer,
The Institute of Chartered Accountant of India,
Bangalore - 560052 India.

Dear Sir,

SUB: Recruitment of Chartered Accountant's recent passed out to work for Big 4 Company

This is with reference to opportunity to work and associate with one of the Big 4 Company. We have a mandate from a client to hire people with CA background. We are looking out for resources recently passed out from ICAI. Interested candidates may share their updated CV to prasad.jv@careator.com for further processing. CTC's are as per the industry standards.

Job Location: Bangalore and Cochin

Roles and Responsibilities:

- Help corporate or partnership clients meet their state and federal tax obligations. This include examining financial records - such as income statements and expenditure documentation - to determine clients' refunds or the amount of taxes owed, collaborating with colleagues to prepare tax returns, and filing appropriate paperwork, all the while providing excellent customer service.
- Also make recommendations on ways to streamline operations and increase client satisfaction.
- Collects, assimilates, and analyzes data and uses standard processes and tools to help surface and support solutions in the Tax business.
- Develops knowledge of current tax legislation across US Business Tax.
- Prepares tax provisions using technical skills to accurately complete calculations and follow Firm policies and procedures.
- Recognizes the key capabilities required to deliver a high quality service experience to the client.
- Demonstrates strong commitment to personal learning and development; acts as a brand ambassador to help attract top talent
- Understands key business accounting concepts such as depreciation, provisions and has a fair understanding of financial statements.

Experience & Qualifications:

- Chartered Accountant & Articleship Experience

Behavioral / Team skills

- Willing to work hard, enthusiastic and self-motivated.
- Strong analytical and advisory skills.
- Good communication and interpersonal skills.
- Able to work in fast moving and demanding environment.
- Strong commitment, multi-tasking and team player.
- Excellent oral and written communication skills in English (including strong presentation skills).
- Highly proficient in MS Office (especially in excel, word and power point)

For Careator Technologies Pvt. Ltd.

Authorized Signatory.

