



KARAK R & CO
CHARTERED ACCOUNTANTS

Mobile : 9830214996 / 8334067871

Address : 63, Aurobindo Road
Plaza Market, 2nd Floor
Salkia, Howrah - 711106

E-mail : rangana.karak@gmail.com

Ref. No.....

Date: 10-07-2025

To

The Secretary

EIRC-ICAI Bhawan, 7, Russel Street,
Kolkata, West Bengal-700071

Subject- Requirement for paid staff (semi qualified/other experience

We are currently looking to hire a **Paid Assistant** or **CA-Inter Pass Paid Assistant** to join our professional team. The ideal candidate should have a working knowledge of **Tally Prime** and **MS Office** (Excel, Word, etc.).

Position: Paid Assistant / CA-Inter Pass Paid Assistant

Location: 63 Sree Arabinda Road Plaza Market, Salkia Howrah-6

Experience: Minimum 3 yrs (Preferred) of work experience in a CA Firm.

Software Skills Required:

- Tally Prime
- Microsoft Excel, Word & Power point

Job Responsibilities:

- Accounting and data entry in Tally Prime
- Preparing financial statements and reports
- Assistance in audit, GST, Income Tax, Company Law, and TDS filings
- Day-to-day office coordination and support

Salary & Benefits:

- ₹14,000 to ₹17,000 per month (based on experience and performance)

How to Apply:

Interested candidates may send their updated resume to rangana.karak1075@gmail.com or contact us at whatsapp to 8334067871. Kindly mention **"Application for Paid Assistant"** in the subject line of your email.

Sincerely,

RANGAN KARAK

[PROPRIETOR]

Rangan Karak

M/S KARAK R & CO

