



To
The Secretary
Eastern India Regional Council of ICAI (EIRC)
ICAI Bhawan
7, Russell Street
Kolkata – 700071

Subject: Requirement of Article Assistants

Dear Sir/Madam,

We wish to inform you that our firm, **A KAYES & CO.**, is seeking to engage **Article Assistants** for undergoing practical training under the Chartered Accountants Regulations.

Name of the Firm: A KAYES & CO.

Firm Registration No: 0311149E.

Location: 231, Kamalalaya Centre, 2nd Floor, 156A, Lenin Sarani, Kolkata-700 013

We request you to kindly display our requirement on the **EIRC notice board / website** for the information of eligible students.

Preferred Software Skills:

- Proficiency in MS Excel, Word, and PowerPoint.
- Working knowledge of Tally Prime Gold.
- Basic Knowledge of Income Tax GST Filling Support.
- Familiarity with ROC, MCA Portal (Preferred).

Key Job Responsibilities:

- Assisting in **Statutory, Internal, Tax Audits, Bank & CAG Audit.**
- TDS & GST Compliance.
- ROC Compliance and MCA filling support.
- Other tasks as may be assigned from time to time.

Stipend: As per ICAI norms.

Interested and eligible candidates may send their detailed CVs to **akayes123@gmail.com** or contact us at **Mob: 9674097222 & Landline: 033 2215-7252** for further discussion.

We shall be obliged if the above requirement is circulated among eligible students through EIRC's notice board or online portal. Thanking you.

Yours faithfully,


CA Alok Nath Paul
Partner
A KAYES & CO.

