D D & Associates

- **Job Description-**
  Assist in Statutory Audits, Tax Audits, Bank Audits, and Internal Audits across diverse industries.
  Support in Taxation matters – Direct & Indirect Tax compliances, return filings, assessments, and representations.
  Preparation & review of financial statements, MIS reports, and management presentations.
  Handling IPO advisory support, consultancy assignments, and Virtual CFO engagements.
  Managing and supervising a team of article trainees and junior staff.
  Coordination with clients, resolving queries, and ensuring timely compliance.
  Exposure to outsourced accounting processes and KPO assignments.
- **Name of the Position-** Assistant Manager
- **Eligibility Criteria-**
  CMA Professional with articleship experience.
  Strong understanding of accounting standards, auditing procedures, and taxation laws.
  Proficiency in MS Excel, Tally, and accounting/ERP software.
  Good communication, analytical, and interpersonal skills.
  Ability to work in teams, lead assignments, and manage client relationships.
- **CTC (per annum)-**Rs. 6 lacs to Rs 8 lacs
- **Job Location-** Vile Parle East
- **Number of Vacancies (tentative) -**2 CMA Qualified