

Job Description of Assistant Tax Manager/ Officer

- **Post:** Assistant Tax Manager / Officer
- **No of Post:** 1 No.
- **Location:** - Mumbai
- **Qualifications Required:-** Qualified CA/CMA
- **Experience:** Minimum post qualification relevant experience of 2 years in GST and direct Taxation in recognized organizations/PSU/Private company.
- **Remuneration :** Between Rs. 60,000/- to Rs.80,000/- Per Month
- **Contract Period-** 3 Years.

Principle Responsibilities:

- Responsible for filling all GST Returns and related activities.
- Responsible for filling TDS/Income Tax Returns and related activities
- Assisting in handling Internal, Statutory & CAG Audits.
- Preparing monthly Compliance MIS.
- Finalization of financials Statement of the company.
- Any other responsibility assigned by the management