

# **Rajesh Burman & Associates**

## **Cost and Management Accountant**

### **Job Description-**

#### **Junior Cost Auditor - One Persons**

We are looking for a Junior Cost Accountant for Cost Audit Firm You'll be responsible for performing cost analyses and preparing budget reports.

You should possess excellent analytical skills along with the ability to combine different data and perform cost audits . Ideal candidate should have knowledge of the cost audit standards, audit procedure, cost records, polices , rules and are updated with the guidelines issued by the ICWAI time to time.

#### **Responsibilities**

- Collect cost information and maintain an expenses database
- To verify the accuracy of the data related to cost.
- To ensure coverage of all arithmetic data in any account book.
- It helps in maintaining all cost-related principles and complete adherence to preparing cost accounts.
- Review standard and actual costs for inaccuracies
- To observe if all features of cost audit are properly followed.
- To check the overall working condition of the cost department also comes under the process of cost audit.
- To ensure correctness of reports with internal auditors of the company.

**CTC 15,000 pm**

#### **Cost Articles – 2 persons**

Intermediate Passed (preferably within 2 attempts)

Should have basic knowledge of Cost Audits, cost records, polices , rules and are updated with the guidelines issued by the ICWAI time to time.

Should be Good in Excel

Staying in Mumbai

Minimum commitment period 1.5 years

No evening classes.

**CTC 6000 pm**

**Firm Address: R S Regency, Flat 702, Plot 4, Sector 2A, Koperkharine, Navi Mumbai 400 709 Contact LL: +91 022-3594 8783**

**Mob: +93211 31342, Email: [rajesh\\_cma@yahoo.com](mailto:rajesh_cma@yahoo.com)**

**Communication Address: 701, Amba Sadan, Linking Road, Khar (West)Mumbai 400052Contact LL + 91 022-2604 4363**

**Email: [rajesh\\_cma@pinnacleglobalconsultancy.com](mailto:rajesh_cma@pinnacleglobalconsultancy.com)**

**Rajesh Burman & Associates**  
**Cost and Management Accountant**

Date: 19<sup>th</sup> June 2024

To,  
ICMAI (Institute of Cost Accountants of India)  
Rohit Chambers, 4th Floor, Janmabhoomi Marg, Fort,  
Mumbai, Maharashtra 400001

Kind Attn: Placement Committee

**Rajesh Burman and Associates (RBA)** is a Cost Accountants firm with office at Mumbai, India.

The firm is professionally equipped and undertake cost audits, cost certifications, internal audits and provide range of services in indirect taxes for domestic companies.

We are looking at hiring 5 Articles students pursuing ICWA, as trainee to do Cost Accounting and Audit work, GST and other management services with our Team of professionals at our office at **BKC Bandra (E)** and at our client's places located at (CST to Dombivli) & (CST to Belapur).

The trainee will get specialized knowledge in Accounting / Cost Audits / GST / Internal Audit etc.

They will be given certificate of work experience as Articles and Stipend during their training period.

Those students who are interested are requested to apply below mentioned ID:

Email Id: Krupa Boyad hr@pinnacleglobalconsultancy.com and rajesh\_cma@yahoo.com

OR CONTACT: 022- 22-35120533 (Krupa) / 9321131342 (Rajesh).

  
Krupa Boyad  
HR Manager

**Firm Registered Address: R S Regency, Flat 702, Plot 4, Sector 2A, Koperkharine, Navi Mumbai 400 709 Contact LL: +91 022-3594 8783 Mob: +93211 31342, Email: [rajesh\\_cma@yahoo.com](mailto:rajesh_cma@yahoo.com)**  
**Communication Address: 701, Amba Sadan, Linking Road, Khar (West) Mumbai 400052 Contact LL + 91 022-2604 4363 Email [info@pinnacleglobalconsultancy.com](mailto:info@pinnacleglobalconsultancy.com)**