



**PLACEMENT OFFICE, NIZAM COLLEGE , OU**  
**NOTICE**  
**OPENINGS FOR TAX ASSOCIATE AT**  
**RYAN INDIA TAX SERVICES PVT LTD.**

**Role: The Tax Associate**

The Tax Associate verifies US tax bill, payment administration, refund processing, tracking and logging assessment notices, and preparation of US Taxation.

**Duties and Responsibilities:**

- Tax bill verification, payment administration.
- Refund processing, tracking, logging assessment notices, preparation of Property Tax returns.
- Handles calls with Tax Jurisdictions and offshore/onshore staff.
- Completes tasks assigned by Management with a sense of urgency and confidentiality.

**Desired Candidate Profile:**

- Students from current (Final Sem) or previous batches (M. Com and MBA- Finance).
- Excellent communication skills in English.
- Flexible to work in 02:00 PM – 11:00 PM shift.

**Hiring Schedule :**

- Registration with Nizam College Placements cell 15<sup>th</sup> September 2020
- Campus to submit the profiles on or before 18<sup>th</sup> September 2020
- Tele interviews on 21<sup>st</sup> and 22<sup>th</sup> September 2020 and shortlisted candidates will go through the online assessment on 23<sup>rd</sup> September 2020.
- Ops manager F2F interview on 24<sup>th</sup> September 2020
- Ops director F2F interview on 25<sup>th</sup> September 2020
- Final HR F2F interview on 28<sup>th</sup> 2020

**Note: Online assessment and F2F interviews are conducted on zoom video application. Candidate should be ready with webcam enabled desktop/laptop along with stable internet connectivity.**

- **Salary:** Rs. 3.3 Lakhs per annum.

For further information contact Placement office @ 9849163707

Registration Link

<https://docs.google.com/forms/d/e/1FAIpQLSd6q99BP81RAvAQYqsqqe0ahTZqaROC-k2GfdoAYybvapURXQ/viewform?vc=0&c=0&w=1&flr=0>

Dr.Chand Pasha  
Placement officer

Prof. L. B. Lakshmi kanth Rathod  
P R I N C I P A L