

WORK VAPOR

Job Link: <https://workvapor.in/jobs/tax-operations-associate-gurgaon-6-months-345018/>

HIRING ORGANIZATION

Celtics Management Services

EMPLOYMENT TYPE

Full-time

JOB LOCATION

offices, India

? Remote work from: India

DATE POSTED

? June 9, 2026

TAX OPERATIONS ASSOCIATE, GURGAON, 6 MONTHS

DESCRIPTION

Celtics Management Services

Tax Operations Associate

Celtics Management Services is hiring for Tax Operations Associate. The hiring note says greetings from Transcom. This is for Gurgaon and Jaipur location offices. The team wants candidates with tax and operations experience.

Contact HR: +91 9355376480

WhatsApp: +91 9355376480

Location: Gurgaon and Jaipur

Work Mode: Hybrid Remote in Gurugram, Haryana

Job Type: Full-time

Working Days: Five days a week

Experience: 6 months minimum

The work is for tax operations and compliance. You should have hands on exposure to GST, TDS, TCS, and income tax filing. Experience in tax notices and audit support is also needed. The team prefers relevant profiles only.

You should also understand trade lifecycle work. Experience in clearing and settlement is important. The role needs exposure to equity settlement cycles and exchange related work. Strong attention to detail is very important here.

Responsibilities

- Handle GST, TDS, TCS, and income tax filing
- Support tax notice handling and audit work
- Work on clearing and settlement tasks
- Monitor trade operations and equity settlement cycles
- Reconcile trades, positions, and funds
- Track exceptions and resolve breaks
- Maintain audit ready records and reports

- Do Excel and MIS reporting work
- Coordinate with stakeholders
- Follow regulatory and NISM guidelines

Required Skills

- Tax operations experience
- Compliance knowledge
- Accounting software knowledge
- GAAP understanding
- Debits and credits knowledge
- Reconciliation skills
- Break resolution skills
- Excel and MIS reporting
- Strong process discipline
- Good coordination skills

The company prefers candidates with broker, custodian, clearing, or exchange experience. Exposure to BSE and NSE settlement process will help. Equity, ETF, and crypto trade handling knowledge is also useful.

Five days working is available. Both way cab facility is given. Medical coverage and accidental coverage are also included. Immediate joiners are preferred.

The company will connect only with relevant profiles after shortlisting. Proper documents are required. No educational gaps and no backlogs will be accepted. No employment gaps will be accepted too.

How To Apply

Send your updated resume on WhatsApp: +91 9355376480

Benefits

- Flexible schedule
- Health insurance
- Internet reimbursement
- Leave encashment
- Life insurance
- Provident Fund