



LEGALFIN ADVISORS

📍 Plot No. 128, Wardha Road, Behind Haldiram's,
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LegalFin Advisors Hiring Semi Qualified Company Secretary:-

We are seeking a career-focused Semi Qualified Company Secretary for a full-time role involving corporate compliance, governance, and secretarial functions.

Role Includes:-

ROC and statutory filings

Drafting of resolutions, minutes, and legal documents

Compliance monitoring and record management

Support in Board and shareholder matters

Client and regulatory coordination

Requirements:-

Semi Qualified CS (Executive Cleared/ Professional Appeared)

Strong analytical, drafting, and organizational skills

Ability to manage assignments independently and efficiently

Full-Time | Behind Ajni Metro Station, Nagpur

Send your updated resume to: legalfinioffice@gmail.com

C2C:- As per Industrial Standards