



SINCE 1905

KGK DIAMONDS (I) PRIVATE LIMITED
CIN U74999MH2009PTC196167

Date: 25th July, 2019

To
Placement Cell of ICSI
ICSI-WIRC, 13, 56 & 57
Jolly Maker Chamber-II,
1st & 5th Floor, Nariman Point,
Mumbai - 400021

Dear Sir/Madam,

Sub. : Job vacancy for the post of Assistant Company Secretary

Kindly note that there is vacancy in our organization for the post of Assistant Company Secretary with the following requirements:

Minimum Qualification: CS (preferably with membership number) {Candidates waiting for their membership number or Semi Qualified with maximum one or two groups pending and completed applicable training may also apply}

Experience: 0 to 1 year approx

No. of position: 3 (Three)

Post: Assistant Company Secretary / Executive Compliance

Work Profile: Secretarial Compliances related to unlisted companies and LLPs

Job Location: Borivali (East), Mumbai

CTC: Negotiable

Candidates may send their resumes to following emails with their expected CTC mentioned in email: radhika.vaiude@kgkmail.com, avik.mukherjee@kgkmail.com, kgk.hrd@kgkmail.com

Contact person: Mr. Avik Mukherjee, Phone: 022-40077777 Ext.: 7736

We request you to post the above vacancy in order to reach the same to the suitable candidates.

Yours faithfully,

FOR KGK DIAMONDS (I) PRIVATE LIMITED

RADHIKA VAIUDE
COMPANY SECRETARY
(Membership No. A30639)



SIGHTHOLDER™ is a trade mark used under licence from De Beers Group

The ALROSA ALLIANCE logo is a trademark used under license by PJSC ALROSA

Select Diamantaire is a trademark of Rio Tinto London Limited, used under licence.