

Requirement for Qualified/Semi-Qualified Company Secretary

Office of CS Monica Bhattad (PCS), Nagpur is looking for a Qualified/Semi-Qualified Company Secretary.

Key Responsibilities:

1. Entity Management:

- Oversee the incorporation process for various entities including Private, Public companies, and LLPs.
- Manage the process of striking off entities when necessary.

2. Annual Compliance:

- Ensure timely completion and filing of annual compliance requirements for companies and LLPs.
- Monitor and manage compliance calendars to prevent lapses.

3. Documentation and Resolutions:

- Prepare and manage all necessary documentation, including drafting resolutions for board meetings and other corporate actions.
- Ensure accurate and timely recording of all resolutions and related documents.

4. Record Keeping:

- Maintain comprehensive books and minutes for all entities.
- Ensure all records are up-to-date and compliant with statutory requirements.

5. Search Reports and Due Diligence:

- Conduct thorough search reports and due diligence for potential mergers, acquisitions, or other corporate transactions.
- Analyze findings and provide detailed reports to senior management.

6. Compliance Management:

- Stay updated on relevant laws, regulations, and best practices affecting corporate compliance.
- Implement any other compliance-related tasks as required by the organization..

Salary and Perks:

- **Competitive Salary:** 2,00,000-2,40,000 per annum, commensurate with experience and qualifications.
- **Collaborative Environment:** Work in a supportive and inclusive team culture.

How to Apply:

Please submit your resume and a cover letter at @ legalfinadvisros@gmail.com by Ccing- bhattadmonica@gmail.com outlining your relevant experience and why you are the ideal candidate for this position.

For more details contact @+919370402861
@+918275407300