

WE ARE HIRING

CS Trainee
(Full-Time)



R. A. Daga & Co.
COMPANY SECRETARIES

Daga Mansion 17/2, Tikekar Road,
Dhantoli, Nagpur - 440 012
Tel/Fax : 0712-2461 971

CS. Rachana Daga
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R. A. DAGA & CO
COMPANY
SECRETARIES
SINCE 2002

We are thrilled to invite skilled CS trainees/professionals with outstanding abilities in corporate governance and compliance management to join our secretarial team!

Requirement

- Students pursuing CS (Executive/Professional level) 0-1 year of experience in secretarial work, drafting, and filing of forms will be an added advantage.
- Strong interest in Corporate & Company Law
- Detail-oriented with good drafting and compliance skills
- Proactive, eager to learn, and able to work in a team environment
- Familiarity with MCA e-filing and corporate compliance processes will be an added advantage.

Responsibility

- Handling company law compliances under the Companies Act, 2013
- Managing FEMA compliances and other corporate law requirements
- Maintaining statutory secretarial records, registers, and e-filings
- Incorporation and strike-off of companies
- Assisting in matters related to Insolvency and Bankruptcy Code (IBC)
- Supporting in e-filing of forms/returns with MCA/ROC and other authorities.
- Assisting in drafting of notices, agendas, resolutions, and minutes of Board/General Meetings.

Send your CV and portfolio to:
csradaga@yahoo.in

Address: Daga Mansion, 17/2 Tikekar Road, Dhantoli, Nagpur - 440012

For more information:
radaga.in | 9423051119 | 0712-2461971