

Required Assistant Company Secretary

Job Title

Assistant Company Secretary

Job Description

1. Drafting Resolutions, Minutes of Board Meeting, General Meetings, Notice and other normal Company Secretarial Documents.
2. Drafting of Agreements for Takeover, Franchisee, Business Restructuring
3. Drafting of NCLT Petitions for various Dispute Matters under Companies Act
4. Preparation and filing of Annual Filing Documents and Forms
5. Basic knowledge of Listed and Public Limited Companies
6. Filing of ECB, FC-GPR, other FEMA compliances
7. All secretarial works such as issue of shares, increase in Authorised capital, Transfer of shares, Charge satisfaction, Charge Creation, Modification
8. Other basic works in DGFT, Taxation, GST etc.

Salary

Discussed in Interview

Industry

Business Consulting

Post

Assistant Company Secretary

Keyskills

1. Knowledge of Companies Act, FEMA, Import Export etc

Desired Candidate Profile

- Having job experience as given in Job description

Educational Qualification

Company Secretary or pursuing Company Secretary course with completed training of 15 Months

Company Details :

RC and Associates

Off No. 13, B wing, Soba Tower, Besides Poona Hospital, Sadashiv Peth, LBS Road, Pune - 30

Landline : 020 – 3991 4999

Mo. No, 96577 11138

Interested candidates may send their resume to rcinfo2015@gmail.com or directly visit after scheduling the interview on Telephone call