

**PLACEMENT CELL, ICSI - NEW DELHI**

**Recruitment of Company Secretary (CS)**

**Information about the Vacancy:**

DS-Max Properties Pvt Ltd is looking for One Company Secretary in Bengaluru having, 0- 2 years of experience.

**Job Description:**

- Statutory filling, maintenance of statutory registers, Conduction and recording AGM/EGM/Board meeting.
- Drafting of board resolutions, creation and satisfaction of change.
- CSR budget, recording minutes, Corporate profile.
- Accounts - Bank reconciliation.

**Eligibility:**

- Should be a Member of The Institute of Company Secretaries of India
- 0 - 2 years of experience

**Salary Details:**

Rs. 3,00,000 to 4,00,000 per annum

**Job Location:**

Bengaluru

**Apply at:**

Interested candidates to send their resumes at [Process Over](#)