

# GIF Technologies

<b>Post*</b>	<b><u>Company Secretary</u></b>
<b>Company Name*</b>	GIF Technologies Pvt. Ltd.
Company Profile*	<p>GIF Technologies is a Singapore based firm as a child company of Global Schools Group, with clients spread across Singapore, Malaysia, Japan, Thailand, Vietnam, UAE and India. Offers globally benchmarked ERP solutions and Services. To augment its operations, it needs highly motivated and experienced individuals at its Nagpur Development center.</p> <p>Services offered by GIF includes Software Development, Web designing, Data Center Management, Mobile Application Development in Android and iPhone platforms and much more..</p>
Job Description*	<p><b>Job Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Ensuring all the company's act 2013 compliance and including event base compliances.</li> <li>• Handling of all ROC compliance under the Companies Act.</li> <li>• Company Secretarial activities - Notice, Agenda, Minutes of meeting &amp; Various filings with MCA, FEMA compliances relating to FDI.</li> <li>• FEMA Compliances including Filing of FC-GPR forms, Downstream Investment, DPPIT registration etc. Completing FIRMS Registration, Filing of FLA return and other RBI Compliances.</li> <li>• Fulfilment of related compliance including the filing of forms, as required.</li> <li>• Convening and servicing annual general meetings (AGM)/meetings (producing agendas, taking minutes; conveying decisions etc).</li> <li>• Vetting of legal documents, agreements, and contracts of the organization.</li> <li>• Preparing annual reports and returns of the organization.</li> </ul> <p><b>Required Candidate profile:</b></p> <ul style="list-style-type: none"> <li>• Good oral &amp; written English communication skills.</li> <li>• Knowledge of MS Excel &amp; MS Word is a must.</li> <li>• Interpersonal skills and the ability to work with people at all levels.</li> <li>• Good analytical skills and ability to work under pressure.</li> <li>• Strong decision-making &amp; problem-solving ability.</li> </ul> <p><b>Job Benefits &amp; Perks</b></p> <ul style="list-style-type: none"> <li>• Child Education Subsidy with GSF group</li> <li>• Medical Insurance</li> </ul>

<b>Qualification</b>	Completed CS Professional Course Training, must have CS membership No.
<b>Employment type</b>	Full time, permanent The employment will be with New entity: Learnverse Education Private Limited
<b>Location*</b>	Nagpur, Ramnagar
<b>Contact Information</b>	8600032725
<b>e-mail*</b>	careers@giftechnologies.com
<b>Website</b>	<a href="http://www.giftechnologies.com">www.giftechnologies.com</a> <a href="https://globalschools.com/">https://globalschools.com/</a>