

## **Badjate Stocks and Shares Pvt. Ltd.**

We are having requirement for a Company Secretary Intern/Under Qualified Company Secretary position at Badjate Stock & Shares Pvt. Ltd. Nagpur. Please find below detailed description:

### **Qualification & Skills:**

- Education Qualification: Commerce Graduate
- Should have good drafting skills.
- Strong communication skills -both oral and written

### **Roles & Responsibilities:**

- Ability to understand the new changes/ Updates in stock exchange/SEBI compliance of stock brokers.
- A Strong understanding of MS-Office.
- Basic Knowledge of Legal Functions.

Job Type: Full-time

Stipend: Rs. 6000 - Rs. 8,000

Location: Nagpur

Interested candidates can share their CV at [recruitment@badjategroup.com](mailto:recruitment@badjategroup.com)