

Appointing Trainee

Name of the Company	CS MONICA BHATTAD & ASSOCIATES
Address of work location	Gokul Building, 04 th Floor, CA Road, Beside Chaivilla, Darodkar Square, Nagpur
Contact person	Mr. Shubham Diwate
Contact numbers	7558352194
COP Number , if applicable	23346
Email id	<u>esmonicabhatted@gmail.com</u>
Job Description	<p>The trainee will get the exposure in the following areas during training:</p> <ul style="list-style-type: none">a) Compliances applicable to Company and its subsidiaries.b) Compliances applicable to Listed Companies including SEBI Regulations i.e. SEBI (LODR) Regulations, 2015; SEBI(SAST) Regulations; SEBI (ICDR) Regulations , etc.c) Companies Act, 2013 compliances;d) Drafting of resolutions, agreements, agenda, notices, Minutes of the meeting etc.e) Maintaining Statutory registers, forms, Certificates as required under the applicable corporate laws.f) Board and Shareholders meetings.g) Tracking and ensuring compliance under applicable laws.h) Preparation of Annual Report, Directors Report and filing with ROC.
Number of Vacancies	03
Stipend	Rs.3000/- to Rs.5000/- (Depending on work)
Job/Work Location	CS Trainee/Nagpur (offline)
Level of Examination passed (Executive/ Professional)	Executive Passed/Professional Passed