

VACANCY FOR CS INTERN

Name of the Company	Swarna Pragati Housing Microfinance Private Limited
Address	142, Golcha House, New colony Sadar, Nagpur, MH 440001 IN
Contact person	Mr. Puneet Karade
Contact No.	8237682776
E-mail ID	puneet.karade@sphm.co.in / cs@sphm.co.in
Job Description	<p>The trainee will get the exposure in the following areas during training:</p> <ol style="list-style-type: none">1. RBI & NHB Compliances applicable to the Company2. Legal work with advocates associated with the Company3. Drafting of resolutions, agenda, notices, Minutes of the meeting etc.4. Maintaining Statutory registers, forms, Certificates as required under the applicable corporate laws5. Tracking and ensuring compliance under applicable laws6. All Companies Act, 2013 compliances7. Drafting of Rent Agreement for Branch/Offices8. Shop & Establishment registration/renewal9. Any other work as may be assigned
No. of vacancies	1 (one)
Work Location	Nagpur
Level of Examination passed (Executive/ Professional)	Professional Passed (Preferred)/Executive Passed
Stipend	Depends on the Candidate