

DIRECTORATE OF TRAINING & PLACEMENT

ICSI, NEW- DELHI

Recruitment of Company Secretary (CS)

Information about the Vacancy:

IMI Mobile Pvt. Ltd is looking for two (2) Company Secretary in Hyderabad having 2 yrs. of Experience.

Job Description:

The Job profile includes-:

At least 2 years' experience working in Service Tax & TDS

- Tally ERP Knowledge You will take personal responsibility for TDS and GST
- Monitoring & ensuring legal compliances in the area of TDS & GST
- Ensuring taxes records aligning with accounting records i.e. returns/records are in agreement with General Ledgers
- Ensure that all processes are followed which are explained in the process
- Ensure GST compliance with availing Credit set-offs
- Liaise with legal consultant on GST laws, rules & regulations and implement necessary changes in the system.
- Timely submission of GST & TDS returns
- Assist Internal Audit, Internal Controls and Corporate Secretarial Compliances
- Liaise with tax authorities and provide tax audit support.
- To ensure effectiveness of the existing controls and governance processes

Eligibility :

The candidate must possess 2 yrs. of Experience.

Salary Details:

6.5 LPA.

Registration:

The interested candidate can enrol through the link given below **before 11:00 am of 29th January, 2018 after which no nomination would be considered.**

<https://goo.gl/forms/LP5G20jafKjom8Gv1>