## BioGenomics Limited

BioGenomics Limited have an urgent requirement for “Company Secretary”.

Job Location: Thane

**Qualification: CS + LLB**

Job Description-

- Conducting board meetings, General meetings and committee meetings.
- Drafting notices, agenda, minutes of the meeting.
- Timely filling of all e-forms and other documents as may be necessary with the registrar of companies.
- Carrying all secretarial compliances on share allotment, change in directors, Annual returns, Annual filling and all the secretarial works pertaining to companies act, as per new companies act.

**Website: www.boigenomics.co.in**

Interested candidates may sent resume at: janhavi.salunkhe@biogenomics.co.in