

VACANCY FOR CS-INTERNS/TRAINEES

Name of the Company	Automark Industries (India) Private Limited
Address of work location	2nd & 3rd Floor, 2, Lotus Plaza, Opposite VCA Stadium Gate No. 2, Civil Lines, Nagpur - 440001 Maharashtra, INDIA.
Contact person	CS. Anuja Bhiwapurkar
Contact numbers	9975427222
Email id	cs@automark-india
Job Description	<p>The interns/trainees will get the exposure in the following areas during the training with respect to Indian Parent Company and its Subsidiaries situated overseas:</p> <ul style="list-style-type: none">a) Compliances under Companies Act, 2013 and other applicable corporate lawsb) FEMA Compliancesc) Drafting of resolutions, agreements, agenda, notices, Minutes of the meeting etc.d) Maintaining Statutory registers, forms, Certificates as required under the applicable corporate laws.e) Board and Shareholders meetings.f) Preparation of Annual Report, Directors Reportg) Correspondence with ROC, RD and filings with NCLT
Number of Vacancies	02
Level of Examination passed (Executive/ Professional)	Executive Passed/Professional Passed

Interested candidates can share their CV/resume on the above given email address.