

BDO India LLP , Pune looking for Assistant - Company Secretary

1. **Experience:** 0-6months
2. **Qualification:** CS (complementary degree would be an added advantage).
3. **Knowledge of Statutes:**
 - Adept knowledge of Companies Act, 2013;
4. **Corporate Laws/LLP Act:**
 - Should have sound knowledge and procedural experience in dealing with various company laws/LLP law matters, e.g. (not limited to) incorporation, DIN/DSC, change in constitution of board, further issue of capital, etc and the necessary company law compliances.
 - Uploading various forms on the MCA website.
 - Keeping abreast of recent amendments & additions and communication of the same to the manager.
5. **Exchange Control Regulations:**
 - Keeping abreast of recent amendments & additions and communication of the same to the manager.
6. **Traits:**
 - Good communication skills (written and spoken) is a must. Ability to communicate across various levels in the organization such that the manner is lucid, clear, concise & the desired result is achieved.
 - Good regulatory knowledge and skillful & effective application of the same in various assignments.
 - Ability to adhere to regulatory timeframe prescribed without giving them a miss.
 - Good knowledge of MS word, excel & power point.
 - Ability to effectively interact with the officials at ROC, RD & OL office and other regulatory authorities if required.
 - Energetic and open to learning and dealing in matters not dealt before.
 - Proactive, on communication with clients on compliance matters.
 - If required, at any time should be able to handle client queries.
 - Ability to work with various seniors across the organization and deliver effectively.
 - Ability to handle work pressure & multi-tasking.
 - Being updated with the ongoing amendments & additions.
 - Having solution oriented attitude.

About BDO India LLP -

BDO India offers Accounting, Tax & Regulatory advisory & assistance for both domestic and international organisations across a range of industries. With a strong presence in strategic locations of Mumbai, Pune, New Delhi-Gurgaon, Hyderabad and Aurangabad, BDO India builds on foundations of quality and a business -focused and result oriented approach of servicing clients.

Please share your updated profile on the below mentioned email ids -

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Contact - 020-6763 3428