
From: Cheran Pradhani [cheranp@expat-group.com]
Sent: Wednesday, April 10, 2013 2:56 PM
To: Bangalore
Subject: Expat Group - Opening - Company Secretary - BLR location

Dear Sir / Madam,

Greetings from Expat!

We are currently looking for "**Company Secretary**" based at **Bangalore** office. Pls find below a brief note about our Organization and also the Job Description.

Expat Group - Building Relationships. Impacting Lives

About us:

Right from its inception in 1994, Expat was conceived as a company with a unified theme, quite like a symphony, a new theme that once crystallized would resonate a personal, service-based model never before experienced in Real Estate.

Stated simply, we sought to eliminate the apprehensions and concerns associated with Property Investment and replace them with Transparency and Service. This in turn helped establish us swiftly in the arena of Real Estate.

Today, we have extended a pioneering 'Relationship-based' model successfully to other areas including investments in land and developed property, construction and contracting, mining, leisure and resorts, media, turnkey projects and management consultancy. All so that we can meet you at every point of your need!

While we have come a long way since the early days, the one ingredient which remains unchanged has been the symphony of values that has helped us win the trust of and build endearing relationships with clients across India and overseas.

We are into the following Business

- Property Sales
- Engineering
- Project
- Investments
- Leisure & Resorts
- Media

For more Info. Pls visit our company website – www.ypat-group.com or mail cheranp@ypat-group.com

Position: Company Secretarial

Work Location: Bangalore

Job Description:

- Responsible for Statutory Compliances of entire Expat Group and other companies with reference to companies Act 1956(Public Limited & Private Limited companies)
- Conducting Board Meetings for entire Expat Group and maintenance of minutes & updation of Statutory Books of all companies under the companies act,1956

- Conducting AGM/EGM for entire Expat Group and maintenance of minutes & updation of statutory books
- Ensure timely filling of forms with MCA and ensure that the master data of MCA matches with companies records.
- Independently handling various queries/clarifications raised by various Directors/Officials across the group companies.
- Preparation of periodical MIS for secretarial division and interaction with senior management
- Practical ability to apply the provisions of the Companies Act, 1956, FEMA, etc.
- Responsible for taking care of Statutory compliances in overseas location (US, Singapore, Manutius, etc.) on periodical basis.
- Responsible for taking care of compliances under RBI, ROC, FEMA etc., for entire Expat Group.
- Ensuring timely payment of dividend to stakeholders for Expat Group
- Redress complaints of shareholders, if any.
- Incorporation of New companies for Expat Group and completion of other related activities for setting up the new companies in India and overseas location.
- Drafting / Review of various agreements for Expat Group and interaction with senior management.
- Co-ordination with Statutory/Internal Auditors to ensure the audit will be completed within timelines specified.
- Constitution of various committees as required for public limited companies and maintenance of minutes taking care of action points.
- Working independently on the works assigned
- Any other job which may be assigned from time to time

Desired Profile:

- 10+ yrs. of Exp in a similar role preferably from a Real Estate / Infra / Construction Industry
- Excellent Communication skills
- Any Graduate with A.C.S.
- Ability to handle tough situations in a composed and intelligent manner.
- Ability to provide solutions and bring win-win situation.
- Strong on Analytical skills
- Strong Leadership qualities
- Should be passionate about the role and have ability to lead.
- Should have a never give up attitude
- Strong interpersonal skills

Regards,



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