

DIRECTORATE OF TRAINING & PLACEMENT
ICSI, NEW- DELHI
Recruitment of Company Secretary (CS)

Information about the Vacancy:

Duru Cooperation Pvt. Limited is looking for One Company Secretary in Bangalore having One year of experience.

Job Description:

1. Drafting and vetting of documents and legal agreements
2. Annual filings and Returns
3. Other legal and secretarial activities
4. Working on compliance as per Companies Act, RBI, FEMA, ect
5. Maintaining statutory registers and secretarial/compliance audit
6. Communication with various stakeholders like shareholders, regulators, Government authorities
7. Manage the daily/weekly/monthly agenda and arrange new meetings and appointments
8. Prepare and disseminate correspondence, memos and forms
9. Support and facilitate the completion of regular reports
10. File and update contact information of employees, customers, suppliers and external partners
11. Implementing new procedures and administrative system

Salary Details:

Rs. 25,000- 50,000/-

Eligibility:

Having One year of experience. Candidates from Andhra Pradesh will be preferred and candidate must know English and Telugu

Job Location:

Banaswadi, Bangalore

Apply at :

Interested candidates are required to send their resumes at:
alokita.goswami@duruper.com