

# **DIRECTORATE OF TRAINING & PLACEMENT**

## **ICSI, NEW- DELHI**

### **Recruitment of Company Secretary (CS)**

#### **Information about the Vacancy:**

Nabventures Ltd. is looking for One Company Secretary in Mumbai having at least 5 years of experience.

#### **Job Description:**

- a) Convening and servicing annual general meetings (AGM)/meetings (producing agendas, taking minutes, conveying decision etc.)
- b) Providing support to committees and working parties such as the Board of Directors, etc.
- c) Implementing procedural / administrative systems;
- d) Handing correspondence before and after meetings;
- e) Ensuring policies are kept current, are approved, and that company members are aware of their implications, e.g. legal;
- f) Writing reports;
- g) Collating information;
- h) Providing legal/financial advice during and outside of meetings;
- i) Financial and HR administration
- j) Maintaining current awareness about company law;
- k) Keeping register of shareholders and liaising with them on behalf of company;
- l) Liaise with external regulatory/ supervisory authorities;
- m) Liaise with external regulatory/supervisory authorities;
- n) Liaise with legal counsel/trustee/external support agencies.

#### **Salary Details:**

As per the market standard.

#### **Eligibility:**

Graduate with ACS membership and having 5 years of experience.

**Job Location:**

Mumbai

**Apply at :**

Interested candidates are required to send their resumes at :

**Process Over**