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

Information about the Vacancy:

Ramgopal Investment and Trading Company Limited is looking for One Fresher Company Secretary in Mumbai.

Job Description:

a) Candidate should be a qualified Company Secretary
b) Candidate should have understanding of Corporate Laws
c) Good Drafting skill
d) Conducting meetings, preparing agendas for different meetings, filings forms with ROC, preparing minutes

Salary Details:

As per Company Policy

Eligibility:

Fresher

Job Location:

Mumbai

Apply at :

Interested candidates are required to send their resumes at: ramgopal@vsnl.com