

DIRECTORATE OF TRAINING & PLACEMENT

ICSI, NEW- DELHI

Recruitment of Company Secretary (CS)

Information about the Vacancy:

SKS Business Services is looking for Four Company Secretaries having 1-2 years of experience and freshers can also apply .

Job Description:

- a) Insolvency resolution process
- b) Dealing with compliances reviews
- c) Maintain record of client money
- d) Drafting notice and minutes of meeting

Salary Details:

25,000-30,000/-

Eligibility:

Having 1-2 years of experience and freshers can also apply.

Job Location:

Rajkot, Ahmedabad, Bhavnagar, Pune, Nashik

Apply at :

Interested candidates are required to send their resumes at:

careers@sksbusinessservices.com.

