

DIRECTORATE OF TRAINING & PLACEMENT

ICSI, NEW- DELHI

Recruitment of Company Secretary (CS)

Information about the Vacancy:

TMF India Pvt. Ltd is looking for One Company Secretary in Mumbai having 5-6 year of post qualification experience.

Job Description:

- Manage a portfolio of non-listed/listed client companies by providing full set of corporate secretarial services;
- Ensure compliance with the Companies Ordinance, Listing Rules, Foreign Exchange Management Act, registrations/modifications with various authorities and other regulatory and statutory requirements;
- Maintain good relationship with client;
- Assist the Managing smooth operation of the team ;
- Supervise and review subordinates' work;
- Assist the manager to monitor & manage the productivity and effectiveness of the team.

Salary Details:

Negotiable

Eligibility:

Having 5-6 year of post qualification experience.

Job Location:

Mumbai

Apply at :

Interested candidates are required to send their resumes at,
india.careers@tmf-group.com