

DIRECTORATE OF TRAINING & PLACEMENT

ICSI, NEW- DELHI

Recruitment of Company Secretary (CS)

Information about the Vacancy:

D.R. Kumar & Associates is looking for Company Secretary in New Delhi.

Job Description:

- Drafting of balance sheet of Pvt. Ltd companies
- Passing accounting entries in tally
- Good knowledge of excel and word
- Must be familiar with how company issues capital and share transfer process. As well as should also know drafting of board resolutions and incorporation and winding up process of LLP and Pvt. Ltd companies

Eligibility :

Company Secretary

Requirement:

Two (2) Company Secretaries

Salary Details:

30000/- (Negotiable)

Job location:

New Delhi

Apply at:

Process over