



## **Company Secretary**

### **Responsibilities:**

- Managing legal & secretarial compliance requirements of US & India
- Interaction with respective heads & consultants for all supports in Drafting, Developing & signing of all agreements with Vendors
- Filing all compliances returns & documents as per country specific requirements
- Managing all ROC, RBI, FEMA, & Legal requirements,
- Maintaining all Legal Records, Registers, & managing Audit with various authorities
- Organizing Board meetings & Shareholders meeting
- Keeping records of all Board Meetings & Shareholder Meetings.
- Conversion of Company Into listed entity
- Preparation of checklists as per SEBI rules and regulations for timely compliance after company list itself on NSE/ BSE
- Research of Law
- Assistance in Merger/ formation of Joint Venture Company

### **Qualification**

- CS Qualified.
- 2 – 3 years of experience

### **Skill:**

- Good communication skills
- Good presentation skills
- Knowledge of regulatory requirements and ability to ensure compliance.
- Attention to Detail: Meticulous approach to tasks and documentation
- Accounting Knowledge