

Position: Company Secretary-Executive

Location: Gurugram

Full Time

Date: May 2019

We are looking for Qualified/Semi-qualified Company Secretary having 0-1 years' experience (Preferably in consulting) for our consulting firm based in Gurgaon. The candidate must possess the required experience and skills as under:

- Good communication and writing skills
- Positive Attitude and innovative;
- Preferably have experience of dealing foreign companies and start-ups;
- Can independently perform all secretarial compliance as per Companies Act, 2013;
- Ability to work under pressure to meet client deadlines;
- Ability to handle multiple tasks, take on new responsibilities and prioritise work in a dynamic and deadline-intensive environment

Job responsibilities:

- Handling work related to company formation for resident and Non-resident;
- Regular compliances under Companies Act, 2013 and Rules made thereunder;
- Preparation of Board and General Meeting documents, Director's Report and maintenance of Statutory Registers;
- Assisting in drafting of Opinions on various client queries
- Independently handling compliances related to appointment/ resignation of Directors, auditors, etc.
- Annual filings including XBRL filings with ROC;
- Preferably have experience of various filings with RBI in respect of foreign investment

Qualification, Experience and Financial Compensation:

Designation	Experience required	CTC
Executive	Qualified/Semi-qualified Company Secretary Experience of 0-1 years	2.40-3.60 Lacs Annually (Variable Bonus based on performance)

For more details about firm please visit www.proxcel.in

Job Location - Sohna Road, Gurgaon

Please share CV at careers@proxcel.in specifically mentioning "CV for Executive CS" as subject line and the following details in the body of email.

1. Qualification:
2. Relevant Experience in Years:
3. Total Experience in Years:
4. Current Salary:
5. Expected Salary:
6. Notice Period:
7. Reason of change

ProXcel Advisory Services LLP

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