

**Position: Company Secretary- Sr. Executive**

**Location: Gurugram**

**Full Time**

We are looking for **Qualified Company Secretary having 3-5 years of experience post qualification 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

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**Proxcel Advisory Services Private Limited**

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