

Function	Company Secretary
Job Description	<ul style="list-style-type: none"> • To ensure maintenance of all statutory records and registers as required under the Companies Act. • To submit all periodical returns and forms as required under Companies Act, Listing requirements and SEBI guidelines. • To comply with all the disclosure requirements, as applicable, under the listing rules and SEBI guidelines. • To maintain the Minutes of the Meeting of the Board of Directors and Shareholders (AGM / EGM) • To liaise with Registrar of Companies, Company Law Board or other appropriate authorities in connection with any notices, approvals or any communications. • To guide the management before various transactions complying the provisions of Companies Act 2013.
Experience	5-8 years
Industry Type	Real Estate / Construction / Township / Infrastructure
Role	Company Secretary
Functional area	
Education	CS
Compensation	Best in Industry
Location	Kolkata