

## Company Secretary

### Job Responsibilities:

- Drafting and Preparing Agenda, resolutions, Minutes of Board meetings/general Meetings.
- Preparing and filling of necessary forms/documents/returns with ROC and other authorities as well as periodic return filling.
- Preparation of annual report and other related documents of annual filling of all group companies.
- Liaison with various departments/branches within the company and other external govt. authorities and person relating to day-to-day secretarial work.
- Developing and controlling MIS system for internal compliances.

### Desired Skills:

- Company Secretary
- Strong Written and verbal communication skills
- Proficient in MS Office Suite

**Location:** Ahmedabad