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Company Secretary

Aptus Finance India Private Ltd Chennai

Posted on 26 October 2019

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Required Skills

*Assisting in compliance as per Companies Act provisions, RBI NBFC regulations and any other regulations as may be applicable to the Company from time to time. * Liaising & dealing with

Required Qualification

CS

Required Experience

3 - 4 Years

Pay Scale

Not specific

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from time to time. □ Liaising & dealing with Statutory and regulatory authorities such as ROC/RBI /SEBI etc. □ Assist in reporting to the Board and liaison with Board of directors, internal & external stakeholders. □ Responsible for arranging the shareholders and company board meeting □ Ability to assess, review and develop framework, processes and policies. □ Play a role of connectors between the investors, board of directors, and authorities who work in the direction of the company's functioning and regulation. □ Maintenance of company statutory registers and manage tasks related to securities, their transfer and transmission. □ To file statutory returns and forms with Ministry of Corporate Affairs / Registrar

of Companies □ Manage internal and external statutory audits on regular basis. Other operational works like client documentation, charge execution, maintenance and tracking. Also, closely work in any other secretarial and operational support to the Company's existing structure. □ Possess good inter-personal skills and maintain cordial relationships with internal and external stakeholders.

Other Details

The ideal candidate would be a qualified ACS member of the Institute of Company Secretaries of India (ICSI) with hands on experience, preferably in financial sector. The person will be responsible for assisting and managing the compliance, operations and secretarial activities. He/she should be an authorized signatory.

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