

## Deputy Manager (Regulatory) – Job Description

### Key Responsibilities

- Managing all statutory and regulatory compliance requirements for private limited companies as well as LLPs, including annual returns and other statutory forms.
- Drafting, maintaining and updating corporate records of private limited companies and LLPs, including minutes of meetings like BM, AGM, EGM, resolutions, registers, files, documents and other secretarial documents.
- Experience with managing secretarial compliances with RBI, ROC etc, related to corporate actions including receipt of funding in private companies, buy-back, dividend declaration etc.
- Maintaining an up-to-date knowledge of relevant laws and regulations to ensure compliance.
- Coordinate with and assist our internal departments for routine requirements.
- Visiting and liaising with RD, ROC, RBI, Revenue Department, and other government authorities as and when required.

### Requirement

#### **Company Secretary (qualified) with 3-5 years relevant experience post completion of ICSI Training**

- Should have worked on company secretarial matters in a consultancy setup
- Good verbal and written communication skills
- Efficient in MS office, especially- excel and word
- Experience with liaising with departments
- Understanding of laws

Location : Panchsheel Park, New Delhi

Type of Employment : Full Time

Working Days – Mon to Fri + 4<sup>th</sup> Saturday working