

Job Description For CS Trainee

- Preparation Annual Report and agendas and minutes of Board and various Committee meetings or General Meetings;
- Filing of e-forms with Registrar of companies;
- Preparation agendas and minutes of Board and various Committee meetings or General Meetings;
- Preparation of Statutory Registers, required to be maintained under Companies Act, 2022
- Assisting while conducting Board and General Meetings;
- Filing of Quarter, half yearly and annually or any other event based Compliances under SEBI(Listing Obligations and Disclosures Requirements) Regulation, 2015 and other SEBI rules and regulations as applicable to the company..
- Preparation of various Letters and reports, as and when required.

ESSENTIAL SKILLS / COMPETENCIES

Hard worker / self-motivated and good communication skills

EDUCATION

CS final appeared or passed out

TOTAL EXPERIENCE REQUIRED

Fresher

ANY CERTIFICATION OR IT PROFICIENCY REQUIRED

Working knowledge of Microsoft word and excel