

Job Description:

URGENT HIRING – CS INTER / COMPANY SECRETARY EXECUTIVE

Company:	LegalRaasta Technologies Pvt. Ltd.	Location:	Pitampura, Delhi
Experience:	0.6-2 Years	Salary:	₹10,000 – ₹15,000 per month

Immediate Joiners Preferred

Employment Type:	Full-Time
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Job Summary

LegalRaasta Technologies Pvt. Ltd. is looking for a CS Inter / Company Secretary professional with good practical knowledge of Corporate Compliance, ROC Filings, MCA Compliance and Secretarial Work.

We are more focused on the candidate's practical knowledge, drafting skills and ability to independently handle compliance work rather than only educational qualifications.

Key Responsibilities / KRA

- Handle MCA / ROC compliance and statutory filings.
- Assist in preparation and filing of ROC forms, returns and event-based compliances.
- Maintain statutory registers, records and corporate documents.
- Assist in preparation of Board Resolutions, Notices, Minutes and other secretarial documents.
- Handle routine Companies Act compliance and corporate secretarial work.
- Prepare and maintain Board Meeting and General Meeting documentation.
- Assist in annual filings and other MCA-related compliances.
- Draft and review corporate letters, resolutions, notices and compliance documents.
- Monitor compliance deadlines and maintain proper compliance trackers.
- Coordinate with clients, management, consultants and regulatory authorities wherever required.
- Keep updated with changes in Companies Act, MCA rules and corporate compliance requirements.
- Assist senior professionals in legal, secretarial and corporate compliance assignments.

Candidate Profile

- ✓ CS Inter / CS Pursuing / relevant Company Secretarial experience.
- ✓ 0.6-2 years of practical experience in Corporate Compliance / Secretarial work preferred.
- ✓ Strong practical knowledge of MCA, ROC Filings and Companies Act compliance.
- ✓ Good drafting and documentation skills.
- ✓ Knowledge of Board Meetings, Resolutions, Minutes and Statutory Registers.
- ✓ Good working knowledge of MS Office / Excel.
- ✓ Strong attention to detail and ability to meet compliance deadlines.
- ✓ Candidates with good practical knowledge and less experience may also be considered.

IMPORTANT

Practical knowledge is more important than qualification.

Candidates who have strong knowledge of MCA/ROC filings, Companies Act compliance, drafting, resolutions and secretarial work are encouraged to apply.

Apply Now: Send your updated CV to legalraastahr@gmail.com

Work Location: In person