



<https://karnipuna.com/careers/company-secretary/>

Company Secretary

Description

We are hiring a **Company Secretary** at Kar Nipuna! Join our team and play a key role in ensuring seamless compliance, governance, and regulatory filings for our diverse client base across industries.

Karnipuna is a forward-thinking organization focused on delivering exceptional results through innovation and teamwork. We are seeking a skilled and driven CS to lead our financial operations and contribute to our company's growth and success.

Responsibilities

- Convening and providing administration for annual general meetings (AGMs) for producing agendas, taking minutes, conveying decisions and handling meeting correspondence.
- Providing legal, financial and/or strategic advice during and outside of meetings.
- Advising directors and members of the senior leadership team on corporate governance matters.
- Keeping up to date with regulatory or statutory changes and policies that might affect the organization.
- Ensuring that policies are up to date and are approved.
- Communicating with external professionals involved in corporate governance, such as auditors.
- In public companies, acting as a point of contact and building good relationships with shareholders.
- Implementing processes or systems to help ensure good management of the organization or compliance with legislation.

Qualifications

- Convening and providing administration for annual general meetings (AGMs) for producing agendas, taking minutes, conveying decisions and handling meeting correspondence.
- Providing legal, financial and/or strategic advice during and outside of meetings.
- Advising directors and members of the senior leadership team on corporate governance matters.
- Keeping up to date with regulatory or statutory changes and policies that might affect the organization.
- Ensuring that policies are up to date and are approved.
- Communicating with external professionals involved in corporate governance, such as auditors.
- In public companies, acting as a point of contact and building good relationships with shareholders.
- Implementing processes or systems to help ensure good management of the organization or compliance with legislation.

Hiring organization

Kar Nipuna

Employment Type

Full-time

Job Location

Hyderabad, Telangana

Working Hours

9:30 – 6:30

Experience

0 – 10 Years

Date posted

January 10, 2025

Valid through

30.04.2025

