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Dear Job Aspirant,

We wish to connect with you for below position of **Company Secretary**

* Designation: **Company Secretary**
* Qualification: Qualified Company Secretary
* Location: Mumbai/Pune
* Experience: 1-4 Years

**Company Profile :**

**UNIDEL enables AI-based decision-making by unlocking and transforming trapped data across industries.**

Our family of pioneering technology companies delivers structured and clean data that fuels intelligent AI driven solutions in [**Industrial & Buildings IoT**](https://www.unidel-group.com/our-businesses/), [**WealthTech**](https://www.unidel-group.com/our-businesses/#assetvantage-tab), and [**CareerTech**](https://www.unidel-group.com/our-businesses/#proteen-tab).

Our award-winning companies are global leaders, driving exponential business growth by placing our customers and people at the heart of everything we do.

Our companies are supported by a dynamic community of entrepreneurs, innovators, engineers, data scientists, and functional experts.

**Welcome to our world**

A place for those who are both collaborators and adventurers, where we empower individuals, reward teamwork, and ensure no dull days. There is a name for this rare breed.

**We are UNIDELians**

Builders of disruptive technologies, vibrant customer communities, and innovative business models that connect the dots and challenge conventional thinking.

For more information, visit [www.unidel-group.com](http://www.unidel-group.com).

**JOB Description:**

**Role Description:**

* + Perform functions of Company Secretary (CS) and follows rules and regulations defined under the Companies Act & Other Statute.
  + Co-ordinating Board Meetings to ensure compliance with requirements of the Companies Act.
  + Drafting Resolutions, Agenda and Notice for the Board & Other Meeting.
  + Maintaining Minutes Books and all secretarial records in hard copy as well as in digital format.
  + Preparation and filing of Annual Returns and other filings with MCA/ROC & other Statute.
  + Ensuring Secretarial Compliances on Annual basis relating to Companies Act, Secretarial Standards and other Regulations.
  + Filing of APR, FLA and other RBI related event-based compliances.
  + Demat of Physical shares
  + IEPF Compliances
  + Other departmental related work.

**Essentials Skills**

* + **Clear & concise written and oral communication**
  + **Process implementation & management**
  + **Highly proactive in approach**