



PR/110493 | Company Secretary Cum Accounts Analyst

募集職種

人材紹介会社

ジェイエイシーリクルートメントインド

求人ID

1599570

業種

その他（メーカー）

雇用形態

正社員

勤務地

インド

給与

経験考慮の上、応相談

更新日

2026年06月26日 11:26

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

日常会話レベル

日本語レベル

ネイティブ

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

Primary Duties and Responsibilities:

- Obtained DIN & CIN; e-filing of Forms, DSC etc. Comfortable with filing & working under MCA-21
- Preparation and maintenance of various Statutory Books and Registers of the Company under the companies Act 2013
- Drafting of Notices & maintenance of Minutes for Board Meetings and General Meetings.
- Inspection of Books of Accounts under Sec.209 of companies Act, 1956
- Work related to creation, modification and satisfaction of charges on assets of the Company and registration thereof with the Registrar of Companies.
- Alteration in Memorandum or Articles.
- Filed forms linked to Auditors Appointment.

- Transfer of Equity Shares.
- Increase of Authorized Share Capital & preparation of documents for the same, Notice Calling EGM
- Preparation of all the papers for increase in Paid-up Capital for allotment of shares & filling of form.
- Alteration of object Clause of the Company.
- Master Data Correction on the MCA Portal.
- Annual Filing and other E-filings on the MCA Portal
- Appointment and variation in terms of appointment of Managing Directors under Companies Act, 2013
- Preparations for holding Board Meeting & General Meetings
- Disclosure of Interest in Form MBP -1
- Preparation Board meeting minutes.
- Compliances requirement of Minute Books of Meeting of Directors / Members.
- Filing of Forms with RBI as per FEMA Provisions, FC-GPR, Filing of FIRC.
- Filing of FLA Returns
- Filing of Annual Forms MGT 7 and AOC 4
- Filing of Annual Returns such as Form 8 and Form 11
- Due Diligence of Companies
- Worked in filing of XBRL Forms

Primary Duties and Responsibilities @ Accounts

- Assist in statutory audit and IFC – Internal Financial Control Audits
- Redesigning processes and identifying control gaps consistent with a mature IFC
- Experience in assessing the design and operating effectiveness of key controls
- Assist in defining audit scope, evidence, priorities, and testing procedures in collaboration with internal department and external auditors
- Filing of Quarterly TDS Returns – 24Q, 26Q, 27EQ
- Assist in book closure, month/quarter and annual reporting – to local management and the parent company at head quarters
- Assist in implementation of internal controls
- Assist in Tax
- Audit under section 44AB of Income Tax Act 1961
- Assist in GST Audit
- Assist departmental audits – audits of GST, VAT, Customs, CAG Audit – all audits by government departments
- Assist in internal audit or stock audit

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