

## **INKEL Limited**

**Position:** Company Secretary (Grade: CS, Key Managerial Person)

Experience: 10+ years

Industry: Construction / PSU / PMC/ infrastructure development / Roads & bridges / Engineering etc

Brief Key Responsibilities:

- Will be responsible for entire Secretarial and Compliance functions, all legal matters of the parent company INKEL Limited and its joint venture companies as a Key Management Person
- Attending to the complaints of shareholders, Compliance under SEBI Regulations
- Attending queries and clarifications sought by Stock Exchanges, Registrar of companies, Securities and Exchange board of India, RBI etc
- Drafting necessary resolutions for the approval of the Board, Preparation and maintenance of Minutes Book
- Arranging the conduct of Annual General Meeting and Extra Ordinary General Meeting
- Filing statutory forms and returns with govt. authorities within the stipulated time.
- Making arrangements for Secretarial Audit
- Drafting replies to legal notices received from shareholders and representing the company before judicial and Govt. authorities, appearing before Courts and Police authorities to give explanation on various complaints filed by Bystanders
- Arrangement for distribution of dividends, Work related with Foreign Direct Investment and, other matters connected therewith such as reporting to RBI
- Maintaining Statutory Registers as per Companies Act. and Maintain all statutory records required as per law
- Rights Issue matters by unlisted company, Bonus Issue matters by unlisted company
- Corporate legal matters including consumer Court matters.
- Furnishing the annual returns and forms according to the Companies Law.
- Check the legal necessities required for the equipment concerned to share certificates.
- Regulate the flow of dividends in a phased manner according to the laws followed by the company
- Maintain the information regarding investors, shares, directors, and members in a record.
- Should be a strong team leader/ player, training, guiding & motivating team of professionals towards maximum productivity with exceptional consensus building, negotiation and interpersonal skills, analytical mind and comprehensive problem detection/ solving abilities.

Age: Below 45

Place of posting: Kakkanad, Cochin

Qualification: Graduation + ACS

Desirable: Degree in law

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