

Company Secretary Trainee

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Company: 2coms

Location: Kolkata

Category: Other-General

Experience: Minimum 6 months Skills: Basic secretarial work and compliance related documentation filing Knowledge: Company Incorporation, Corporate Law. Qualification: CS semi qualified

Minimum Graduate

3-5 Years

Job Description 1. Qualified CA 2. 3-5 years of post-qualification experience 3. Must have handled compliances and documentation of export and import transactions 4. CTC - 12-15 LPA

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