



Company Name: Indian Energy Exchange Limited
Company website: www.iexindia.com
Position Title: <ul style="list-style-type: none">• Manager/Sr. Manager –Secretarial
Position reports to : CFO & Co. Secy
Location: <ul style="list-style-type: none">• New Delhi
Qualification: <ul style="list-style-type: none">• B Com, CS(Company Secretary)
Experience/skills : <ul style="list-style-type: none">• 10 Years• Good understanding of Corporate Laws, Foreign investments /FDI and various other compliances.• Knowledge of compliance under Listing Agreement, FEMA, Corporate Governance etc.• Understanding of Board/Investors requirements.• Very good drafting and presentation skills.
Responsibilities: <ul style="list-style-type: none">• Drafting Board/Committee meetings related documents viz. Agenda's , Minutes etc.• Drafting/ preparing various reports under Companies Act viz Annual Report, Directors' Report , Corporate Governance Report etc.• Maintenance of Statutory Registers.• LODR Compliances• Compliance related to ESOPs.• Dividend Payout and related compliances.• Preparation and Filing of various Statutory forms/declarations as required under corporate laws like Companies Act 2013, FEMA etc• Conducting/ Organizing Board Meetings, Committee Meetings, Share holder Meetings Etc.• Liasoning with Registrar & Share Transfer Agent, Bankers, Share Holders etc.• Other activities under Secretarial department as and when required.• LODR Compliances
Mail you resume to- mandeep.arora@iexindia.com