

**Job Title:- Assistant Company Secretary**

**Company Website: [www.firstglobalsec.com](http://www.firstglobalsec.com)**

**Location: Vashi, Navi Mumbai.**

**Company Profile:**

First Global is a prominent securities firm in India, known for its innovative and forward-thinking approach. Here are some key points about First Global:

**1. Background:**

- Founded in 1995, First Global has a rich history in the Investment, Research, and Advice business.
- The company has been operating in Global Markets for over 23 years.
- First Global expertise lies in Global Asset Allocation, assisting large institutional clients with trillions of dollars in managing global investments.

**2. Expanding Services:**

- In response to demand, First Global extended its capabilities to individuals, including High Net Worth Individuals (HNIs), Corporates, Trusts and Family Offices in 2020.
- First Global launched its own Investment Products, such as Portfolio Management Services (PMS), Alternative Investment Funds (AIF), and Global Offshore Funds.

**3. Thought Leadership:**

- First Global is recognized as a thought leader and trailblazer.
- First Global's well-analyzed perspectives on macroeconomics and financial markets set them apart.

**4. Company Culture:**

- First Global maintains a hard-driving, aggressive culture.
- Employees are encouraged to work hard, work smart, and enjoy the journey.

**5. Memberships and Licences:**

First Global is regulated by Financial Conduct Authority (FCA) in UK and Securities and Exchange Commission (SEC) in the US.

First Global is a composite member of Bombay Stock Exchange Ltd. (BSE) and National Stock Exchange of India Ltd. (NSE) and regulated by Securities and Exchange Board of India (SEBI) in India.

First Global is also registered with SEBI as Category I Merchant Banker, Portfolio Manager and Research Entity.

For further details kindly go through the company's website:- [www.firstglobalsec.com](http://www.firstglobalsec.com)

So, are you ready for the exciting ride with First Global?

### **What you will be doing**

#### **Assistant Company Secretary**

1. Handling of the compliances with respect to Private Limited Companies, LLP such as:
  - Maintenance of Statutory Registers as per Companies Act, 2013;
  - Drafting of Agenda, Minutes and other documents resolutions for various purposes, drafting of notice to call Board Meeting, General Meeting and prepared minutes of meetings of Board of Directors.
  - Preparation of agendas Annual General Meetings (AGMs)
  - Preparation and issuance of Share Certificates
  - Filing of various e-forms on the MCA portal
  - Preparation of annual reports and returns of the Group Companies.
  - Handling all secretarial functions, including the maintenance of statutory registers, fillings and records with regulatory authorities
  - Incorporation of Company, LLP, Partnership Firm
  - Any other event based assignment wrt to MCA, Companies Act.
2. Drafting of various agreements such as Partnership Deed, Rent Agreement, MoU
3. Filing of the trademark application, MSME application and license under Shop and Establishment Act
4. Handling event-based assignment of the Company
5. Any other work assigned on a day-to-day basis.

### **RBI Compliances:**

1. Preparation and filing of Annual Return on Foreign Liabilities and Assets (FLA)
2. Registered an Entity in the Entity Master of FIRMS Portal.
3. Registration as Business User on FIRMS Portal.
4. Filing of FC-GPR and FC-TRS on FIRMS Portal

### **Desired Candidate Profile**

1. The Candidate should be Semi Qualified Company Secretary or any CS drop out, having knowledge and experience of handling the work as mentioned above.
2. The Candidate should have relevant experience of 3-4 years with any PCS or in an Organization.
3. Should be a self-starter, quick learner, go-getter, proactive, and should have the ability to learn and perform in a fast-paced environment.
4. The candidate should be computer literate and very organized with high attention to detail.
5. Must be a self-starter and motivator and should be able to work in pressure with calm

**Please note, this position is ONLY OPEN for CS drop out or Semi-qualified CS candidates. Candidates who are fully CS qualified, Legal and Law graduates SHOULD NOT APPLY for this position.**

**Location: Vashi, Navi Mumbai**

**Qualification: CS drop out or Semi-qualified CS.**

**Experience: 3 – 4 years**

**Reporting to: Vice -President**

**Salary – As per company standards**