

Job Title: Compliance Assistant

Company Profile:

First Global is India's most innovative, forward-thinking, tech- driven securities firm.

Blazing a trail of creative thinking, seeing trends ahead of the crowd, identifying major inflection points in countries, regions companies, sectors and asset classes, First Global stands apart from the rest.

First Global has been in the Investment, Research and Advice business for 30 years, and with presence in Global Markets, for over 20 years. Until recently, we used our Global Asset Allocation capabilities to assist large global institutional clients, who manage trillions of dollars, to invest globally.

Now, due to popular demand, we have opened these capabilities to help individuals HNIs and Family Offices, get the same expertise that large multi-billion funds get and therefore, have launched our own Investment Products like the PMS, AIF, Global Offshore Funds etc.

First Global has always been a thought leader and trail blazer known for its innovative and well-analyzed takes on both macroeconomics and the financial markets.

Our culture

Our culture is a hard-driving, aggressive, number-driven culture.

We are an organisation driven to compete aggressively every day in the world.

Our people need to work hard. And work smart.

And have fun doing it!

Are you ready for the ride?

For further details kindly go through the company's website:- www.firstglobalsec.com

First Global is regulated by Financial Conduct Authority (FCA) in UK.

First Global is a composite member of Bombay Stock Exchange Ltd. (BSE) and National Stock Exchange of India Ltd. (NSE). First Global is also registered with SEBI as Category I Merchant Banker, Portfolio Manager and Research Entity. First Global is regulated by Securities and Exchange Board of India (SEBI) in India.

What you will be doing

Handling of the compliances with respect to Private Limited Companies, LLP such as maintaining of statutory register, Minutes, Notices and Share Certificates.

Incorporation of Company, LLP, Partnership Firm.

Drafting of various agreements such as Partnership Deed, Rent Agreement, MoU

Filing of the trademark application, MSME application and license under Shop and Establishment Act

Filing of various e-forms on the MCA portal

Handling event-based assignment of the Company

Any other work assigned on a day-to-day basis.

Desired Candidate Profile

Should be a self-starter, quick learner, **go-getter**, proactive, and should have the ability to learn and **perform in a fast-paced environment**.

Ability to handle/organize events and presentations

The candidate should be computer literate and **very organized with high attention to detail**.

Must be a self-starter and motivator and **should be able to work in pressure with calm mind**.

Person should have proper working experience of 3 - 5 years.

Location: Vashi, Navi Mumbai

Qualification: CS drop out or semi qualified

Reporting to: Vice -President

Salary: As per industry standards