

## **Secretary to MD**

### **Job Description:**

- Dictation
- Preparing and updating Companies Fees
- Once a year, need to prepare and update the company's Annual Disclosure.
- Need to F/u on purchase of Share and inform the respective company for a disclosure.
- Preparing and updating a Bain Sheet for the additional work which NK does for them and need to send a statement in every 6-month time (June and December)
- DB, DBS, BNP & Butterflied
- IRAS Imely / UK Tax Janet Pilborough-Skinner / India Tax
- In July, we need to pay the Octavian Annual storage charge.

### **Qualification and Skills**

- Graduate or Post graduate
- Computer operating skills MS Office
- Strong Communication and Interpersonal skills

### **How to apply**

Interested candidates can mail their detailed resume at **contact@peopable.co.in**  
**(Please mention the position name in Subject)**