ks smart SOLUTIONS

www.kssmart.co

01-04-2025

To
The Secretary
ICAI-SIRC
Chennai 600034

KS Smart Solutions Private Limited is looking to hire talented individuals for the following position:

Compliance Associate

- Number of positions: 1
- Educational qualification: Semi qualified CS
- Job Description: The selected candidate will assist in corporate compliance and secretarial functions including but not limited to:
  - Ensuring compliance with the provisions of the Companies Act, 2013 and related regulations.
  - Filing statutory forms, returns, and other documents with the Registrar of Companies.
  - Drafting and maintaining statutory registers, records, minutes of Board Meetings, General Meetings and Committee Meetings.
  - Preparation of agenda, notices and resolutions for meetings.
  - Assisting in drafting board reports and other corporate documents

Interested Candidates please share your resume to hr@kssmart.co
Contact: 7845938782

For KS Smart Solutions Private Limited

Huzefa Shabbir

KS SMART SOLUTIONS PRIVATE LIMITED CHENNAI

Huzefa Shabbir
HR Manager

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA Received On 01 APR 2025 Counter CHENNAI