KSA 25
THE POWER OF 25

KALYANASUNDARAM & ASSOCIATES
CHARTERED ACCOUNTANTS

STATUTORY AUDIT
INTERNAL AUDIT
DIRECT TAXATION
INDIRECT TAXATION
START UP SERVICES
CONSULTING

KALYANASUNDARAM & ASSOCIATES, *Chartered Accountants*
Audit | Tax | Corporate & Secretarial Services
Mylapore, Chennai

VACANCY – COMPANY SECRETARY / CS EXECUTIVE

Kalyanasundaram & Associates (KSA) is a well-established firm of Chartered Accountants with over 30 years of professional practice, headquartered at Mylapore, Chennai, with branches across major cities. The firm provides end-to-end professional services including Audit & Assurance, Direct and Indirect Taxation, Corporate & Secretarial Services, Internal Audit, and Management Consulting.
KSA invites applications from **dynamic and motivated Company Secretaries** for its **Corporate & Secretarial Practice**.

Open Positions and Eligibility

1. Company Secretary – Qualified
2. Company Secretary – Executive Level - CS Executive with 1+ year of relevant experience in a reputed CS / CA firm

Scope of Work

- ROC filings under the Companies Act, 2013 (AOC-4, MGT-7, MGT-14, PAS-3, ADT-1, DIR-3 KYC, etc.)
- Maintenance of statutory registers, records, and secretarial documentation
- Drafting of notices, agendas, Board/Shareholder resolutions, and minutes
- Assistance in conduct of Board Meetings, AGMs, EGMs
- Monitoring compliance calendars and ensuring timely filings
- Client coordination and regulatory liaison
- Exposure to LLP, FEMA, and allied corporate compliances (preferred)



Desired Skill Set

- Sound working knowledge of the Companies Act, 2013
- Hands-on experience with the MCA portal
- Good drafting, communication, and organisational skills
- Ability to handle multiple assignments independently

Remuneration

- **Remuneration:** Commensurate with qualification and experience

Application

Interested candidates may send their resume to:
Vinod Rajan, Partner – vinodrajan@ksaca.com (M:9382388007)
A. Ranjit Kumar Patro, Managing Partner – ranjith@ksaca.com (M: 9841984612)
Subject line: *Application – CS / CS Executive*



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