



<https://knadvisors.pro/careers/company-secretary-2/>

Company Secretary

Description

We are hiring a **Company Secretary** at KN Advisors! Join our team and play a key role in ensuring seamless compliance, governance, and regulatory filings for our diverse client base across industries.

KN Advisors is a forward-thinking organization focused on delivering exceptional results through innovation and teamwork. We are seeking a skilled and driven CS to lead our financial operations and contribute to our company's growth and success.

Responsibilities

- Convening and providing administration for annual general meetings (AGMs) for producing agendas, taking minutes, conveying decisions and handling meeting correspondence.
- Providing legal, financial and/or strategic advice during and outside of meetings.
- Advising directors and members of the senior leadership team on corporate governance matters.
- Keeping up to date with regulatory or statutory changes and policies that might affect the organization.
- Ensuring that policies are up to date and are approved.
- Communicating with external professionals involved in corporate governance, such as auditors.
- In public companies, acting as a point of contact and building good relationships with shareholders.
- Implementing processes or systems to help ensure good management of the organization or compliance with legislation.
- Ensuring compliance with Reserve Bank of India regulations, including reporting requirements, FEMA guidelines, and filings relating to foreign investments, ECBs, and ODI, as applicable to the organization.

Qualifications

Should be qualified CS.

Hiring organization

KN Advisors

Employment Type

Full-time

Industry

Accounting and Finance

Job Location

Hyderabad, Telangana

Working Hours

9:30 – 6:30

Experience

3+ years

Date posted

April 28, 2026