

Job Title: Senior Associate – Corporate Compliance

Company: PNAM & Co. LLP

Location: Connaught Place, New Delhi

About Us: P N A M & Co. LLP is a new age consulting firm, providing a comprehensive range of Assurance, Taxation, and Corporate Advisory Services to clients in India and worldwide. It specializes in mergers and acquisitions, corporate restructuring, and other business advisory services.

Role Description

This is a full-time on-site role for a Senior Associate – Corporate Compliance. As a part of the compliance team, you will assist in ensuring adherence to regulatory requirements, support the implementation of compliance programs, and contribute to delivering solution-oriented advisory services to clients. You will work under the guidance of senior team members and contribute to maintaining ethical standards, identifying compliance risks, and assisting in the resolution of compliance issues. The role offers an excellent opportunity to build a strong foundation in corporate compliance through hands-on experience and professional mentorship.

Key Responsibilities

1. Proficiency in MCA-21 V2 & V3 portal for seamless regulatory filings
2. Sound knowledge of Companies Act, 2013, LLP Act, 2008.
3. Strong grasp of corporate secretarial record-keeping and filing with regulatory authorities.
4. Skilled in entity incorporation process of diverse entities and contributing to the drafting of essential charter documents.
5. Conducted research under senior CS guidance, offering summarized reports and findings on relevant legal matters.
6. Consistently updated knowledge on regulatory amendments through regular training sessions and self-study, ensuring compliance with evolving laws.
7. Proven ability to conduct thorough research and provide succinct reports and compliance procedures.
8. Facilitate in the preparation of corporate secretarial records and ensured accurate filings with regulatory bodies, maintaining compliance with Companies Act, 2013, and LLP Act, 2008.
9. Played a pivotal role in tracking deadlines for filing reports and forms, ensuring timely completion and compliance adherence.
10. Maintained comprehensive databases of compliance records, aiding in efficient record-keeping and retrieval.
11. Collaborated cross-functionally with various departments to gather information and ensure compliance across operational aspects.

Qualifications

- Qualified Company Secretary from ICSI
- Strong knowledge of the Companies Act, 2013, and LLP Act, 2008
- Ability to manage multiple projects in a fast-paced environment
- Ability to effectively collaborate with cross-functional teams