

Company Secretary

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Company: First Habib Modaraba

Location: Karachi

Category: other-general

Maintenance of statutory registers. i.e. members, directors, inside information etc.) Holding various statutory records (for example, statutory registers, minutes of members' meetings and contracts for purchase of own shares) and making them available for inspection where required.

Organizing and coordinating meetings of directors, members and committees, including: preparing agendas, preparation and circulation of board packs and members' resolutions paperwork.

Prepare, circulate and maintain records of Minutes of Meetings.

Education: CA/ ACCA Qualified or Finalist.

Finance background is must.

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