

Secretary

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Company: Snaphunt

Location: Dubai

Category: healthcare-practitioners-and-technical

The Offer

Work in a company with a solid track record of performance

Leadership Role

Attractive Salary & Benefits

The Job

You will be responsible for :

Performing the full spectrum of corporate secretarial duties and acting as a Company Secretary for the company.

Managing operational aspects of shareholder's and directors' meetings, including preparing the meeting agenda , minutes and resolutions, and updating and maintaining statutory and corporate records.

Compliance advisory to ensure regulatory and statutory requirements are met.

Defining, implementing and maintaining a robust governance framework and compliance policies.

The Profile

You have at least 1 year experience including solid experience in a similar role within

Professional Services.

You have solid experience in .

The Employer

Our client is the leading company in the fields of taxation, accounting and auditing in the United Arab Emirates, Dubai. The professional team of experts licensed by the Federal Tax Authority, multilingual, possesses deep experience in tax laws and auditing in the UAE, provided and continues to provide professional services to clients from companies, Individuals, Diplomatic bodies and International Organizations in various fields of accounting and auditing, Tax Agency, Tax consultation, Auditing, Accounting , Financial and Tax reports for courts, Financial analysis, Financial studies, and Feasibility Studies and a training center for accountants and Tax experts in UAE.

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