

United Arab Emirates Jobs Expertini®

Secretary

[Apply Now](#)

Company: Tulpar Taxation

Location: Dubai

Category: healthcare-practitioners-and-technical

Tulpar Taxation and Accounting 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.

The Role

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.

Ideal Profile

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

You have solid experience in .

What's on Offer?

Work in a company with a solid track record of performance

Leadership Role

Attractive Salary & Benefits

[Apply Now](#)

Cross References and Citations:

1. [Secretary Managerjobsnearme Jobs Dubai Managerjobsnearme ↗](#)
2. [Secretary Radiologistjobs Jobs Dubai Radiologistjobs ↗](#)
3. [Secretary Londoncareerhub Jobs Dubai Londoncareerhub ↗](#)
4. [Secretary Srilankajobs Jobs Dubai Srilankajobs ↗](#)
5. [Secretary Statisticsjobs Jobs Dubai Statisticsjobs ↗](#)
6. [Secretary Mediajobs Jobs Dubai Mediajobs ↗](#)
7. [Secretary Flutterjobsnearme Jobs Dubai Flutterjobsnearme ↗](#)
8. [Secretary Newsmediajobs Jobs Dubai Newsmediajobs ↗](#)
9. [Secretary Androidjobs Jobs Dubai Androidjobs ↗](#)
10. [SecretaryTherapistjobs Jobs Dubai Therapistjobs ↗](#)
11. [SecretaryMicrobiologistjobs Jobs Dubai Microbiologistjobs ↗](#)
12. [SecretaryVideographerjobs Jobs Dubai Videographerjobs ↗](#)
13. [SecretaryParisjobs Jobs Dubai Parisjobs ↗](#)
14. [SecretaryProgrammingjobsnearmeJobs Dubai Programmingjobsnearme↗](#)
15. [SecretaryOfficerjobsJobs Dubai Officerjobs↗](#)
16. [SecretaryThejobsnearme Jobs Dubai Thejobsnearme ↗](#)
17. [SecretaryLaboratoryjobsJobs Dubai Laboratoryjobs↗](#)

18. [SecretaryHospitalityjobsJobs Dubai Hospitalityjobs](#)

19. [Secretary Jobs Dubai](#)

20. [AMP Version of Secretary](#)

21. [Secretary Dubai Jobs](#)

22. [Secretary JobsDubai](#)

23. [Secretary Job Search](#)

24. [Secretary Search](#)

25. [Secretary Find Jobs](#)

Source: <https://ae.expertini.com/jobs/job/secretary-dubai-tulpar-taxation-0bb9b57624/>

Generated on: 2024-05-01 by [Expertini.Com](#)