



Regd. Off.: Unit No. 1, Riddhi Siddhi, Corporate Park, V. N. Purav Marg,  
(Sion Trombay Road), Chembur, Mumbai - 400 071. MH, India.  
Tel.: +91 - 22 - 4232 4121, 2529 9990, Fax: +91 - 22 - 4232 4131, 2524 1895  
Email: office@easternpetroleum.in, Web:www.easternpetroleum.in

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<i>Designation</i>	<i>Senior Manager Company Secretary</i>
<i>Education</i>	<i>Company Secretary</i>
<i>Job Profile</i>	<ul style="list-style-type: none"> <li>➤ <i>To take care of routine work for Pvt Ltd companies formalities such as making Minutes of Meeting, Issue of additional shares, Change of Directors, Change of Address, increase in Additional Capital, filling return with ROC and maintaining records.</i></li> <li>➤ <i>Formation of new companies and to make the application with ROC</i></li> <li>➤ <i>Making article of association, memorandum etc and to get the old document amended.</i></li> </ul>
<i>Experience</i>	<i>15 Years Plus</i>
<i>Contact</i>	<i>Rajesh M Rathi – Executive Director</i>
<i>E mail id</i>	<a href="mailto:careers@easternpetroleum.in"><i>careers@easternpetroleum.in</i></a>
<i>Web site</i>	<a href="http://www.eastto.in"><i>www.eastto.in</i></a> , <a href="http://www.easternpetroleum.in"><i>www.easternpetroleum.in</i></a>
<i>Preference</i>	<p><i>Do not contact in office hours.</i></p> <p><i>Need person residing in Mumbai preferred in near by distance area of office Area Chembur, Sion, Dadar, Santacruz – Navi Mumbai, Panvel, Kamothe area only.</i></p> <p><i>To call after the person received the call letter only</i></p>