

<http://www.xerosingapore.com/job/corporate-secretarial/>

Corporate Secretarial

Description

A professional accounting and consultancy firm comprising of qualified and experienced personnel with extensive experience. We keep ourselves abreast of current developments in business and market information relevant to accounting to meet the needs of both individuals and corporations.

We provide assurance, tax and advisory services to private and public companies.

Responsibilities

- Assist in preparing directors'/shareholders' resolutions
- Assist in preparing documents for opening of Corporate bank accounts
- Assist in other corporate or ad-hoc admin duties when necessary
- Assist in ACRA/IRAS filings, e-stamping
- Assist in providing support on KYC and due diligence activities, by complying with procedures and practices stipulated by the KYC policy
- Maintaining and updating companies' statutory registers and records

Hiring organization

Lau Chin Huat & Co

Employment Type

Internship

Duration of employment

At least 6 months

Industry

Accounting/Audit

Job Location

50 Havelock Road, 160050

Date posted

February 21, 2019