



## Assistant Manager Compliance

Accounts & Finance Department

### Qualification & Experience:

- CA Finalist with 01 to 03 years
- MBA with 06 to 08 years

### Key Responsibilities

- Preparation for Board of Directors meeting including agenda, notice, minutes etc.
- Preparation for conduct of AGM and EOGM.
- Ensure compliance with Company Laws, Acts, Ordinances, Rules, Listing Regulations, Code of Corporate Governance etc.
- Filing of various Statutory Forms / Statements / Announcements to Registrar / SECP / PSX as per periodic / event dependent deadlines.
- Correspondence with SECP / PSX / Company Share Registrar / other authorities / regulators regarding routine operations
- Maintenance and filing of Secretarial and Compliance functions' records.



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with position title in subject line

### Preferences

Experience holder of a listed company shall be preferred.

