

## **Role Definition:**

Preparing DRHP as per ICDR Guidelines and do all IPO Compliances

Key Responsibilities (KRA):

1. Training of CS Trainees & CS Executives.
2. Cross Checking the Work done by CS Trainees & CS Executives
3. Compile and Cross Check Full DRHP and Prepare Query Sheet for all the stakeholders.
4. Follow up with Client for pending Documents (Send Pending List, organize Zoom / Physical Meeting) for respective Companies work given to them.

Qualifications & Experience :-

1. CS Professional Cleared with Membership.
2. NISM Series IIIA & IX
3. Skills Required : Communication, R&D, Listening, Typing (>30 WPM), Advanced Word & Excel, Mail Merge, Google Forms.

Interested candidates are invited to submit their resume and cover letter to

[hr@gretexcorporate.com](mailto:hr@gretexcorporate.com).