Position Applied For / Location

Company Secretary & Legal / Mumbai

Name

Monica Gandhi

Current Location

Mumbai

Current Company / Designation / Duration

Birla Cotsyn India Ltd.(Yash Birla Group)/ Company Secretary & Compliance officer / 1yrs

Reason for change

Good Opportunity

Current Salary / Expected salary

9L + Bonus / Negotiable

Notice Period / Joining Time

1 Month / Negotiable

Date of Birth / Age /Education

23-08-1979 / 33 years / CS & LLB

Assessment

She has 5yrs of experience in Company law, Securities and Commercial laws Reporting to the Group General Counsel. Has a team of 3 people.

Communication skills

4 / 5 Rating

Assessed by / Mode of Interview / Date / Contact Number

Swati Misra / Telephonic Interview / 21st August 2012 / 8879541255

Candidate's awareness about Aegis Logistics

 Yes – shared the JD & website link

Monica Gandhi

Company Secretary & LLB

As a Company Secretary and a Law graduate, I am an innovative, results-driven professional with over 9 years of experience in Company law, Securities and Commercial laws. My aim is to ensure the best corporate governance practices for the benefit of the Company as well as its stakeholders. I have demonstrated my skills with a positive outcome as an innovative and creative thinker in the previous organizations. I am a self-motivated, diligent individual and able to adapt to constantly changing environments and situations. My core competencies include good drafting skills, interpretation of laws, co-ordination & organizing skills, effective communication and team management which will contribute in achieving desired organizational objectives.

ACADEMIA

Company Secretary, December 2002

Institute of Company Secretaries of India, New Delhi

L.L.B, April 2006

Mithibai College, Mumbai University

B.Com, June 2000

Mithibai College, Mumbai University

PROFESSIONAL ACHIEVEMENTS:

Initiated process and claimed refund of 1% deposit amounting to approx. Rs. 1.5 crores from BSE deposited at the time of IPO by obtaining NOC from SEBI.

Awarded Certificate of Excellence along with a cash reward at one of the listed Companies for outstanding performance in the Company.

Made representation to SEBI on behalf of Group Companies with suggestions relating to amendment in the listing agreement, which was duly implemented by SEBI in December 2010.

Successfully executed & completed the re-issue of forfeited shares at par on rights basis to all the shareholders including drafting of Offer Document for the said purpose and other related approvals and activities thereto for a listed Company.

Independently prepared the matrix as per AS 18 of about 70 group companies and determined applicability of sections 295 and 297 of the Companies Act, 1956 across all the group Companies.

Nominated & successfully completed Accelerated Development Programme (ADP) at RPG Group .

Obtained approvals from the Central Government for waiver of payment of excess remuneration to the Managing Director.

Present Job Profile –Company Secretary- Birla Cotsyn (India) Limited, Flagship Company of Yash Birla Group

Present Job responsibility includes complying with the Corporate Governance & Corproate Secretarial requirements of listed/ unlisted Public company and some public/ private companies of the Yash Birla Group with a team of professionals. (Presently designated as Company Secretary of Birla Cotsyn (India) Limited., which is a flagship Company of Yash Birla Group)

Overall Secretarial Experience - Highlights:

Ensuring Compliance under the Companies Act, 1956, Stock Exchange Listing agreements, SEBI Regulations, FEMA Rules & Regulations including liasoning with the Stock Exchanges, MCA, SEBI, RBI & other regulatory authorities.

Keeping regular track of amendments vide circulars/ notifications/ rules and updating the management on its implications relevant to respective Companies.

Preparation & Finalization of Annual Reports of the Company and complete process of conducting Annual General Meetings/ General Meetings of the Company (including voting by Poll).

Preparation of Agenda for Board meeting and other committee meetings, Conducting Board meeting, Audit Committee, Shareholders Grievance Committee and Remuneration Committee of a listed entity including drafting of relevant resolutions and minutes of the meetings.

Submission/ Filing of Forms ODI for obtaining Unique Identification Number with RBI in respect Overseas Dubai Subsidiary, DR Returns, Annual Performance Report, Annual Return on foreign liabilities & assets with RBI.

Compliance relating to allotment of shares to Foreign Investors including liasioning with banks for obtaining FIRC, filing of reports/ FCGPR with RBI and compliances related to the company Law.

Determined applicability of sections 295 and 297 of the Companies Act, 1956 across all the group Companies. Facilitating the management in compliance of the inter-group Company transactions.

Due Diligence Audit of Listed and non-listed companies and carried out Secretarial Audit under Section 383A of the Companies Act, 1956.

Claiming of Refund of 1% deposit amounting to approx. Rs. 1.5 crores from BSE deposited at the time of IPO by obtaining NOC from SEBI.

Handling procedure for acceptance of Fixed Deposits including drafting of the Scheme and compliance u/s 58A read with rules thereunder and monitoring the compliance on regular basis.

Successful execution and completion of preferential allotment of warrants/ equity shares to promoters and strategic investors under Preferential Issue Guidelines for both listed/ unlisted Companies and listing of equity shares on the stock exchanges, in case of listed companies

Involved in preparation and implementation of Scheme of Merger/ Demerger and responsible for making necessary application to stock exchanges and obtaining approvals, filing of petitions before the court, convening of court convened meetings etc.

Conducting the entire postal ballot exercise under Section 192A of the Companies Act, 1956 relad with the Rules prescribed thereunder

Made application with the Company Law Board under Sections 141, 621A of the Companies Act, 1956 for condonation of delay in filing forms, compounding of offences and represented before the Regional Director and Company Law Board.

Replying to the notices issued by various regulatory authorities like Registrar of Companies, Regional Director, Company Law Board, RBI, Stock Exchanges & SEBI.

Preparing & uploading of various forms with MCA including XBRL filing of Annual Accounts.

Submission of various intimations, quarterly results, shareholding pattern, Secretarial Audit Reports, Corporate Governance Reports, Report under clause 47 of the Listing Agreement with the Stock Exchanges and updating on the NEAPS.

Maintenance of statutory records, minutes and registers and uploading of requisite e-forms with Ministry of Company Affairs.

Involved in preparation and implementation of Scheme of Merger/ Demerger and responsible for making necessary application to stock exchanges and obtaining approvals, filing of petitions before the court, convening of court convened meetings etc.

Risk Assessment of the entire organization including manufacturing units on the required parameters and presentation of the consolidated report to the Board of Directors.

Handling investor relations of the listed Companies with approx. 70,000 shareholders including correspondence related thereto and updating the action taken report on the SCORES website.

Independent handling & successfully execution of the re-issue of forfeited shares at par on rights basis to all the shareholders including drafting of Offer Document for the said purpose and other related activities thereto.

Made application under Section 269/ 309 of the Companies Act, 1956 to Central Government for the approval of payment of Remuneration to Managerial Personnel/ waiver of payment of excess remuneration and obtained the necessary approval thereof.

Overall Legal Experience - Highlights

Handled and arrived at out of court settlements with the parties under litigation.

Assisted in the BIFR related compliances and arriving at a negotiated arrangement for Surplus Land Sale.

Obtaining Title Certificate from the Advocates/ Lawyer relating to clear and marketable title to the property subject matter of sale.

Interacting with legal counsels for drafting and finalizing requisite deeds and documents relating to Sale of Land.

Co-ordinating & briefing with the legal counsels in drafting of legal notice, suits/ replies thereof, attending and representing matters in the Court on behalf of the Company.

Follow up and sending of Recovery Notices to the parties from for outstanding dues beyond the credit period and keeping track of the payments received in the matter.

Compliance of the covenants of shareholders agreement with strategic investors, finance agreements with Banks & Financial Institutions etc.

Drafting Lease agreements/ Leave & License Agreement relating to company, Negotiating and Drafting various documents including Finance Arrangement with Banks & Financial Institutions, Business Contracts, advertisement contracts and terms & conditions of Purchase Orders placed on the suppliers.

Preparing Affidavits, Power of Attorneys and Corporate Guarantees as and when required

Implemented process of identifying companies under Micro, Small & Medium Enterprises Act, 2006.

Professional Experience:

Detailed Company - wise Professional Experience is annexed as Annexure -1

Name of the Company

Designation

Reporting to

Yash Birla Group flagship Company – Birla Cotsyn (India) Limited

(July, 2011- till date)

Company Secretary & Compliance Officer

Group President – Group General Counsel

RPG Cables Limited

(May, 2007- Mar, 2010)

Asst. Company Secretary

Head Legal & Company Secretary

Infrastructure Leasing & Financial Services Limited (IL&FS)

Asst. Manager - Corporate

Company Secretary

Diligent Media Corporation Limited (DNA)

Company Secretary & Manager Legal

Chief Financial Officer

IT People (India) Limited

(May 2005 – July 2006)

Company Secretary & Legal

Managing Director

Parikh & Associates, Practicing Company Secretary

(June, 2002- April, 2005)

Secretarial Officer

The Proprietor

PERSONAL INFORMATION

Date of Birth: 23rd August 1979

Marital Status: Married

Children: 1 Son (2 years)

References: Available on Request

Nationality: Indian

Hobbies: Reading, fitness exercises (gym/ cardio/ yoga), cooking