Position Applied For / Location

Company Secretary & Legal / Mumbai

Name

Amol Gadre

Current Location

Mumbai

Current Company / Designation / Duration

Lupin Ltd./ Assistant Company Secretary / 4yrs

Reason for change

Good Opportunity

Current Salary / Expected salary

11.09L / Negotiable

Notice Period / Joining Time

3 Months / Negotiable

Date of Birth / Age /Education

18-02-1977 / 35 years / CS & LLB

Assessment

He has 9yrs of experience in Compliances & Legal matters. Reporting to the Company Secretary. Has a team of 2 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

Amol Dilip Gadre

Personal Details

Date of Birth : February 18, 1977

Marital Status: Married

Key Strengths

Team Player

Innovativeness

Attention to minute Details

Perseverance

Educational Details:

Degree

College/University

Percentage

Class

Year of Passing

C.S. (Final)

ICSI

50.00

Second

Feb-2008

L.L.B.

Govt. Law College

51.00

Second

Apr-2000

M.Com

IDE

58.00

Second

Apr-2002

B.Com

Jai Hind College

60.00

First

Apr-1997

Additional Qualifications:

Completed Basics in Computers from Infotech

Experience Factfile:

Presently working with Lupin Limited as Assistant Company Secretary from October 13, 2008 till date. Initially appointed as Company Secretary of Novodigm Limited, a wholly-owned subsidiary of Lupin Limited and presently Novodigm Limited has merged with Lupin Limited.

Compliance with various statutory& regulatory provisions of the Companies Act, 1956, SEBI regulations, stock exchange requirements etc.

Timely filing of various forms/returns of the Company and its Indian subsidiaries.

Conducting meetings of the Board/Committees.

Preparing agenda & notices of Board Meeting, Audit Committee Meetings, Annual General Meetings and drafting of minutes.

Intimating stock exchanges and publication of results in newspapers. Press Releases intimations to stock exchanges as also Clause 49 compliances and disclosures under SEBI Takeover Regulations.

Maintaining Statutory Registers as required under the Companies Act, 1956.

Annual Report related work like preparing the drafts of the Directors Report, Corporate Governance Report and Annexures thereto and checking the proofs received from the Agency.

Merger work relating to merger of subsidiaries of Lupin Limited with Lupin Limited.

Postal Ballot related work, Incorporation of Companies and seeking legal opinions.

Worked with USV Limited from March 1, 2003 to October 10, 2008.

Legal work related to Trade Marks i.e. Work related to renewal of Trade Marks, Drafting and

Filing Notices of Oppositions and evidences in support of opposition, Drafting and filing

TM-6, Registration of Trade Marks in India and outside India, Litigations relating to Trade

Marks, Drafting of Agreements relating to Assignment of Trade Marks, Drafting of User Agreements etc.

Drafting of Agreements – Third Party Agreements, Loan License Agreements, Confidentiality Agreements, House Keeping Agreements

Liasioning with Advocates

Attending cases in High Courts

Handling Product Complaints

Drafting of minutes of Board Meeting, Audit Committee Meeting and annual General Meeting

Maintaining Secreterial records as required under the Companies Act, 1956

Compliance with various legal formalities as required under the Companies Act, 1956

Keeping track of various relevant amendments in the Companies Act, 1956

Worked with Sun Beam Infotech Limited (Legal Department) for 1 year

Amalgamation of Parle Bisleri

Liasioning with Advocates

Attending cases in High Courts

Drafting of Minutes

Current CTC

Rs. 11.09 Lakhs p.a.

Achievements

Secured exemption from 15months CS training.

Handled independently liaisoning of Officials.

Amalgamation Cases handled successfully.

Actively involved in Amalgamation of Group Company of USV.

Knowledge

Accounting (Tally)

Computer Proficiency in MS Office, Internet

I hereby solemnly declare that the above furnished information is true to my knowledge

Place : Mumbai Amol Dilip Gadre