Position Applied For / Location

Company Secretary & Legal / Mumbai

Name

Kishor Talreja

Current Location

Mumbai

Current Company / Designation / Duration

Man Steel & Power / Sr.Manager – Secreterial & Compliance / 1.6yrs

Reason for change

Good Opportunity

Current Salary / Expected salary

10L /Negotiable

Notice Period / Joining Time

1 Months / Negotiable

Date of Birth / Age /Education

10-6-1975 / 37 years / CS & LLB

Assessment

He has 6+yrs of total experience in handling end to end Company Secretarial functions & Legal matters.

Communication skills

4 / 5 Rating

Assessed by / Mode of Interview / Date / Contact Number

Swati Misra / Telephonic Interview / 20th August 2012 / 8879541255

Candidate's awareness about Aegis Logistics

 Yes – shared the JD & website link

KISHOR HARESH TALREJA

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91-9833068651

ID: kishor.talreja@rediffmail.com

kishor.talreja@gmail.com

Curriculum Vitae

Career Objective

I desire a career which provides ample growth opportunities, where my knowledge and skills are utilized optimally towards personal and organizational success

Date Of Birth

June 10, 1975

Marital Status

Married

Education / Professional Qualification

Bachelor of Commerce - 1996

University of Bombay, India

Chartered Secretary – 2007 ( ACS NO. 21321)

Institute of Company Secretaries of India

Bachelor of Law - 2007

University of Bombay, India

PGDIPR (pursuing)

from Bangalore, NLSIU.

Proactive Professional Development

NSE Certification in Financial Market (NCFM)

- AMFI – Mutual Fund (Advisors) Module

BSE Certification in CDSL DP Training programmed

Attended various seminars on Corporate Law

Computer Skills

Reasonable working knowledge of MS Office

(including MS Excel, MS Word and MS Power Point)

WORK EXPERIENCE

1996-2004 Family Business (Accounting, Marketing & Sales.)

CORPORATE SECRETARIAL & LEGAL PROFESSIONAL EXPERIENCE CONSISTS OF:

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JAI CORP LIMITED (Listed with NSE & BSE):

Done 15 months Management Trainee with JAI CORP LIMITED (Listed with NSE & BSE)

Period (19.01.2005 to 18.04.2006)

Designation : Secretarial Officer ( FROM 19/01/2005 TO 13/11/06)

Job Profile :

Convening various meetings and drafting of Agenda & Minutes.

Compliance with Listing agreement and various SEBI Regulations.

Monitoring Share Transfer work and Preparing Minutes of Share Transfer/Investors Grievance Committee.

Dividend payment & transfer of Unpaid / Un-claimed dividend to IEPF.

Preparation of Annual report

Incorporation of Companies.

Matters regarding Sec.138 of Negotiable Instrument Act.

Filings of various forms and documents with ROC under MCA 21

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ASIT C MEHTA INVESTMENT INTERRMEDIATES LIMITED:

Designation : Assistant Manager (FROM 16/11/2006 TO 31/12/2007)

Job Profile :

Broker & Depository Participant (DP) Compliance and routine audit of all related activities.

Reading & Implementing of Circulars related to CDSL, SEBI, EXCHANGE(S).

Convening various meetings and drafting of Agenda & Minutes.

Filings of various forms and documents with ROC under MCA 21

Attaining SEBI Meeting / Seminar and Arbitration cases.

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ENTEGRA LIMITED (S. KUMARS GROUP) (Listed with NSE & BSE):

Designation : Assistant Company Secretary (FROM 01/01/2008 TO 15/11/2008)

Job Profile :

Convening various meetings and drafting of Agenda & Minutes.

Filings of various forms and documents with ROC under MCA 21

Liasoning with Registrar of Companies (ROC), SEBI, Stock Exchanges, NSDL, CDSL and R&T Agent.

Merger, de-merger, right issue work.

Dividend payment & transfer of Unpaid / Un-claimed dividend to IEPF.

Incorporation of Private and Public Limited Companies and Conversion of status thereof.

Compliance with Standard Listing Agreement Clauses.

Compliance with Takeover and Insider Trading Regulations (SEBI).

Maintaining of Statutory Register.

GI ENGINEERING SOLUTIONS LIMITED (Listed with NSE & BSE):

Designation : Company Secretary & Compliance Officer (FROM 18/11/2008 TO 18/02/2011)

Job Profile :

Liasoning with Registrar of Companies (ROC), SEBI, Stock Exchanges, NSDL, CDSL and R&T Agent.

Listing & Corporate Action with Depositories of De-merged shares.

Filings of various forms and documents with ROC under MCA 21

Incorporation of Insurance Company.

Drafting of legal documents and assisting in legal matters

Maintaining of Statutory Registers.

Convening various Meetings and drafting of Minutes.

Compliance with Standard Listing Agreement Clauses.

Compliance with Takeover and Insider Trading Regulations (SEBI).

Preparation of Annual report.

Convening Extra Ordinary General Meeting – Increase of Authorized Share Capital of the Company and Issue of Equity Shares on Preferential Basis.

Alteration of Memorandum & Articles of Association of the Company.

Assisted in devising ESOS Scheme for the employees of Genesys International Corporation Ltd.

Assisted in the process of making Open Offer for Genesys International Corporation Ltd

Postal Ballot Process for change in Object clause of MOA.

Assisted in Stock-split of Equity shares of Genesys International Corporation Ltd.

Drafting POA, Affidávit, Indemnity Bond, Undertaking, MOU, etc.

Vetting Legal Agreements.

Compliance for NBFC Companies

Independently handling all Secretarial related work.

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MAN STEEL AND POWER LIMITED(Group Company of Man Industries (India) Ltd-Listed with NSE & BSE):

Designation : Senior Manager - Secretarial & Compliance (FROM 21/02/2011)

Current Job Profile :

Liasoning with Registrar of Companies (ROC), SEBI, Stock Exchanges, NSDL, CDSL and R&T Agent.

Filings of various forms and documents with ROC under MCA 21

Maintaining of Statutory Registers.

Convening various Meetings and drafting of Minutes.

Compliance with Standard Listing Agreement Clauses.

Compliance with Takeover and Insider Trading Regulations (SEBI).

Documentation for Creation/ revocation of Pledge Shares.

Liasoning with Advocates & Senior Council – CLB Matters

Attending Hearing at High Court, SEBI, CLB, SAT, etc.

Incorporation of Company Overseas & Opening of Bank Account of Overseas Company.

Filings of Form FC-GPR, FC-TRS, ODI and other documents with RBI (FEMA)

Independently handling all Secretarial related work.

Drafting / Vetting of legal documents and assisting in legal matters

I declare that whatever is stated hereinabove is true and correct to the best of my knowledge and I believe the same to be true.

KISHOR HARESH TALREJA Place: Mumbai.