Designation : Company Secretary & Legal

Location Desired : Mumbai

Name : Amit Dodani

Current Location : Mumbai

Current Company : VVF India Ltd.

Present Designation : Manager – Legal & Secreterial

Duration : 1.11yrs

Salary : 8.75L

Notice Period : 1 Months

Date of Birth : 10-6-1983

Qualification : CS & LLB

Experience : 6+yrs

Nature of experience : Legal, Secretarial, FEMA, SEBI and Regulatory Compliance.

Contact : 8879541255

Key Responsibilities:

Developing and overseeing the systems to ensure that Parent Company and Group consist of 12 Companies complies with all applicable codes, as well as its legal and statutory requirements

Extending legal support to the functional heads in business development and meeting requirement of Customers.

Adoption and development of Corporate Governance Practices voluntarily.

Ensuring the regulatory compliance applicable to manufacturing company.

Earlier Employers:

Allcargo Logistic Limited, Mumbai

Designation: Assistant Manager – Secretarial Tenure: 2 yrs

Key Responsibilities:

IL&FS and HTPL; ESOP; SEBI & FEMA

Previous Employer: Everest Kanto Cylinder Limited (EKC), Mumbai

Designation: Associate/Management Trainee Tenure: July 2007 till August 2008

EKC is listed on NSE & BSE and engaged in manufacturing of CNG Cylinders & other industrial Cylinder. EKC has its turnover around 800 Crores and is the market leader in India and among top five globally.

Key Responsibilities:

Assisting in timely Compliance of Listed Company and ensuring Good Corporate Governance Practice

Assisting in compliances required for Fund raising

Ensuring Secretarial Compliance of 8 Companies

Previous Employer: Sital Soap Packaging Private Limited (Sital), Raipur, Chhattisghar

Designation: Senior Officer – Finance & Legal Tenure: January 2006 till June 2007

Sital Industries is one of the leading soaps and detergent manufacturing industry in Raipur, Chhattisgarh (India)

Key Responsibilities:

Ensuring Secretarial & Legal Compliance

Loan Documentation and disbursement of Loan

Assisting in general administrative function

ASSIGNMENTS COMPLETED

Major Activities:

Qualified Institutional Placement (QIP)

Joint Ventures, Merger/ Private placement of Equity shares and Debentures

Conversion of Debentures & Warrants into Equity Shares and redemption of Preference Shares

ESOP Plan and other related compliance

Conducted Postal Ballot process.

Sub-division of the face value of equity shares.

Corporate Action with NSDL & CDSL

Preparation of Corporate Governance Report, Directors’ Report & designing of Annual Report.

Company Secretarial and Statutory Compliance:

Ensuring compliance with SEBI Regulations like Takeover Code & Insider Trading code, Listing Agreements with Stock Exchanges, Companies Act 1956 and Corporate Laws, Rules and Regulations.

Ensuring compliance with Foreign Exchange Management Act 1999 (FEMA), RBI directions, rules, regulations, obtain regulatory approvals, statutory filing and compliance in respect to Investment in Foreign Joint Venture & Wholly Owned Subsidiary, foreign direct investment (FDI), foreign equity participation, overseas investment, external commercial borrowing (ECB), Issue and listing of FCCBs, transfer of shares between Indian resident and non-resident persons.

Ensuring compliance with the JV Agreements and requirements of JV Partners and other related compliances

Ensuring compliance with the Investment & Shareholders Agreements and requirements of Private Equity Investor and other related compliances

Preparation of agenda, notes, reports, back-up papers and minutes for Board and Committee meetings. Facilitating to conduct Board and Committee meetings and requisites Board approvals for various business decisions.

Advice to Directors and managements on regulatory compliance, corporate affairs, legal matters, strategic decision and keeping tab of the changes in regulatory frame works and advice on the same.

Conduct shareholders’ meeting / annual general meeting (AGM), prior and post AGM works including payment of dividend, remittance of dividend abroad and reconciliation of dividend account.

Ensure timely filing/eFiling of various forms, returns and documents with Registrar of Companies, Stock Exchanges and Reserve Bank of India (RBI).

Audit and Management of statutory compliance, Maintenance of statutory records, registers and documents as required under the Companies Act 1956

Setting up standards, process and system for managing compliance to make an organization fully compliant and ensure good corporate governance practice and implement various initiatives suggested by the Board.

Drafting comprehensive corporate policies, facilitate to implement and to set standard procedures enabling the management to control corporate affairs.

Ensure adherence by the Board and management with the requirements of the insider trading regulations, code of corporate governance, takeover code, and other regulatory requirements.

Dividend distribution & reconciliation.

Formation of new companies, Conversion of Private Company into Public Company

Creation of charge, modification thereof & satisfaction of charge

Change of name & object name of the Company and other routine activities.

Increasing authorised share capital, Allotment of share & Transfer of shares

Interacting & coordinating with various statutory authorities, banks, investors & JV partners.

Legal & Regulatory Compliance:

Drafting & Vetting of various agreements, viz. Contract Manufacturing, Brand Sale Agreement, Agency Agreements, Equipment Supply Agreement, Corporate Guarantees, Power of Attorney and various other commercial contracts.

Negotiation with clients and supplier and finalization of contracts with them.

Developing key process and procedures for strengthening Legal, Compliance & Secretarial functions

Updating with new rules & regulations and assessing its impact on the business and devising process for its adherence for business compliance

Advising the function heads and other business partners on the legal implication on various transactions with Customers.

Ensuring compliance with legal metrology & packaged commodities rules

Assisting in obtaining licenses and registrations

Assisting in land matters and court matters

Assisting in Intellectual Property Rights matters

Drafting and finalization of policies, rules, code, guidelines and procedures.

ACADEMIC CREDENTIALS

Qualification Affiliation Score Passing Year

Company Secretary (ACS) ICSI, New Delhi 50% June 2007

LLB Nagpur University 66% June 2006

M. Com Nagpur University 62% October 2006

B. Com Nagpur University 70% March 2003

HSC (Commerce) Maharashtra State Board 74% Feb 2000

SSC Maharashtra State Board 71% March 1998

AWARDS

Gold Medal & Trophy from Sakkhar Panchayta for scoring highest marks in HSC (Commerce)

Gold Medal from NMD College, Gondia for scoring highest marks in HSC (Commerce) in College

Recognized as Star of the month by VVF (India) Limited

PERSONAL DETAILS

Date Of Birth : June 10, 1983

Gender : Male

Marital Status : Married