

CAREER OBJECTIVE

To make a significant contribution in an organization with enthusiasm which provides opportunities to sharpen professional skills and abilities and provides increasing responsibility, more importantly, work harmoniously in a team to bring forth the best from self and everyone.

EDUCATIONAL QUALIFICATIONS

➤ Professional Qualification:

Company Secretary from Institute of Company Secretaries of India in June 2009.

➤ Academic Qualification:

L.L.B from K.C.Law College in April 2013

B. Com from H.R.College in March 2007

WORK EXPERIENCE DETAILS (6 Years and 6 months post qualification)

Name of the Organization	LegalJini Law Services Private Limited
Designation	Compliance officer
Total work Experience	1 st June, 2014 to till date

Name of the Organization	eSupport Outsourcing Services Private Limited
Designation	Company Secretary cum Compliance officer
Total work Experience	2 years and 8 months (1 st October 2011 to 31 st May, 2014)

Name of the Organization	JSP Associates
Designation	Senior Associate
Total work Experience	2 years and 4 months (June 2009 to September 2011)

Name of the Organization	JSP Associates
Designation	Trainee
Total work Experience	1 year and 3 months (March 2008 to May 2009)

WORK HANDLED UNDER COMPANIES ACT, 2013

- Secretarial Audit of Listed and Unlisted Companies.
- Incorporation of Private Limited company
- Drafting, filing and follow ups for shifting of registered office from one state to another state
- Change of main object and change of name of company and related compliances
- Compliance with Important provisions of section 74, 117, 179, 180, 184, 185, 186, 188, 196, 197 of the Act
- Constantly updating with the circulars/notifications/amendments to new Companies Act, 2013
- Maintenance of Statutory register; Drafting of Notices, Agenda and Minutes for Board Meetings and General Meetings in compliance with SS1 & SS2, conducting of Board meetings
- Preparation of Annual return in MGT-7, Directors report and its annexures
- Filing of other periodical e-forms with Registrar of Companies

LISTING AGREEMENT:

- Audit for issue of certificate under clause 47 (c) of Listing Agreement.
- Audit for issue of certificate under clause 55A of SEBI(Depositories and Participants) Regulations, 1996
- Audit for issue of Corporate Governance Report under clause 49 of Listing Agreement

WORK HANDLED UNDER COMPANIES ACT, 1956

- Incorporation and Commencement of Private and Public Companies and LLP
- Drafting of Notices, Agenda and Minutes for Board Meetings and General Meetings
- Maintenance of Statutory register and Share certificates
- Issue of Compliance Certificate u/s 383A
- Drafting, filing and follow ups for shifting of registered office from one state to another state
- Drafting, filing of Petitions with Company Law Board, Filing of other periodical e-forms with Registrar of Companies and appearing for hearing before the Board.
- Filing of other periodical e-forms with Registrar of Companies
- Filing and follow up for approval under section 297 of the Companies Act, 1956
- Handled Postal Ballot for listed Companies
- Audit for certification of Annual return of listed companies
- FEMA related work – filing of Inward remittance report, FC-GPR Part A & Part B, FC-TRS, refund of excess money and liaison with RBI for the same.
- Drafting, Vetting and assistance in various legal agreements, legal documents, legal advisory.

SPECIAL ASSIGNMENTS HANDLED

- Handled all the Company Secretarial related Work post Hive-off and joint venture (Thomson Reuters)
- Lead an assignment for due diligence of Sachin Travels Limited prior to IPO listing of the company.
- Assisted in handling Company Law/Secretarial related matters of Indian Express Newspapers (Mumbai) Limited
- Independently handled Due Diligence for SPV's of ICICI Venture Funds Management Company Limited
- Lead a team for an assignment for preparation and drafting of minutes, register and share certificates for group of seventeen companies (Dudhwala Group)
- Lead an assignment for updation of all records for a company which includes drafting of minutes, register, share certificates, transfer, annual filings, compliance certificate and filing and maintenance of other records.(Atlantic Lubricants)

OTHER ASSIGNMENTS HANDLED

- Assistance in obtaining other statutory registrations such as PAN, TAN, Shop & Establishment
- Assistance in development of website such as FAQ's, articles.
- Independently prepared checklist and procedures under Companies Act, 1956 and FDI
- Assisted in drafting legal opinions under Companies Act, 1956
- Trained newly employed trainees in corporate law and thereby sharpen my communication skills

AWARDS/ACHIEVEMENTS

Awarded as "Best Employee for the year 2010-11" by JSP Associates

PERSONAL DETAILS

Father's Name	Mr. Mahesh Kapadia
Mother's Name	Mrs. Kalpana Kapadia
Date of Birth	29 June 1986
Gender	Female
Marital Status	Single
Languages known	English, Gujarati, Hindi, Marathi
Hobbies	Reading, Calligraphy, Listening music, glass painting