AREAS OF EXPERTISE

Companies Ordinance

Compliance Strategies

Maintaining Statutory Books

Corporate Governance

Filing E-forms

Personnel Administration

Data Protection

PROFESSIONAL

HKICS/ICSA

Graduate Member – August 2016

ICSI (India)

Associate Member – February 2011

LANGUAGES

English – Proficient

Mandarin – Novice

Hindi – Native

Punjabi – Native

PERSONAL SKILLS

Consistency

Enthusiasm

Accuracy

PERSONAL DETAILS

Satpreet Kaur

9C, The Rednaxela,

1, Rednaxela Terrace,

Mid-Levels

Hong Kong

M: +852 6316 1920

E: [cssatpreetkaur@gmail.com](mailto:cssatpreetkaur@gmail.com)

DOB: 20/03/1989

Nationality: Indian

AVAILABILITY

Immediate

SATPREET KAUR

PERSONAL SUMMARY

A Company Secretary, having extensive knowledge of secretarial and statutory provisions. Excellent soft and organizational skills, with drive and enthusiasm to deliver. Keen to find an invigorating position with an organization that offers opportunities for learning, career development and advancement.

WORK EXPERIENCE

**Company Secretary-Supreme Build-Cap Limited**

New Delhi, India Apr 2011- May 2015

Responsible for the group companies, ensuring business operates in accordance with all statutory and legal provisions and maintains standards of good corporate governance. Carried out all aspects of company secretarial functions, duties and responsibilities.

Duties:

* Organizing, preparing agendas for, and taking minutes of the company.
* Organizing and coordinating meetings for board of directors and shareholders.
* Preparation of annual report, director’s report and corporate governance report.
* Maintenance of statutory registers and records.
* Share capital restructuring.
* Alteration of memorandum & articles of association viz.
* Change of main object clause of the memorandum,
* Change of registered office of the company from one place to another.
* Filling of various requisite forms with company registry.
* Incorporation of new companies in India
* Conversion of public limited to private limited company and vice versa.
* Drafting, negotiating and reviewing of various legal documents viz. sale deed, purchase deed, power of attorney, lease deed etc.
* Active participation in assignment planning and preparation of audit program.
* Liaising with Government authorities, external regulators, solicitors and auditors.
* Participation in the finalization of financial accounts of the company and filing of with the company registry in XBRL mode.

**Management Trainee - CitiFinancial Consumer Finance India Limited**

New Delhi, India Sep 09 - Dec 2010

Worked as a management trainee as per requirement of The Institute of Company Secretaries of India (ICSI).

Duties:

* Preparation of notices, agenda & minutes for the general, board and committee meetings.
* Participated in the preparation of annual return of the company.
* Preparation and filing of various returns related with NBFCs viz. ALM, NDSI, Branch offices return and submission to The Reserve Bank of India.
* Assisted in the preparation and maintenance of statutory registers.
* Preparation of legal documents e.g. power of attorney, affidavit etc.
* Assisted in the creation, modification and satisfaction of charges, preparation and execution of debenture trust deed & other related documents.
* Assisted in the merger of two group entities of CitiFinancial India.

VOLUNTEER EXPERIENCE

**Volunteer - Community Business**

Hong Kong Dec 16 - Current

Working as a volunteer to help with various tasks important to functioning of the organization.

* Assisting in event management and organization.
* Assisting in administrative tasks.
* Assisting in research work.
* Assisting in discovery into Indian regulations for the India arm of the organization.

KEY SKILLS AND ACHIEVEMENTS

* Cleared IQS (HKICS/ICSA) exams in first attempt.
* Good knowledge of the Hong Kong Companies Ordinance, Hong Kong Listing Rules, Securities and Futures Ordinance, offshore companies, company secretarial practice and Indian Companies Act.
* Knowledge of MS Outlook, MS Office and XBRL.

ACADEMIC QUALIFICATIONS

Bachelor of Commerce

Rohilkhand University, India 2005 - 2008

Bachelor of Law

Rohilkhand University, India 2011 - 2014