

# NEHAL GOYAL

## Qualified Company Secretary

### Contact Details

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### Career Objective

To work with an organisation offering huge learning opportunities in a challenging and dynamic environment while concurrently upgrading my skills and knowledge and to contribute to the development of the organisation.

### Notice Period

Immediate Joiner

### Internships and Experience

Upgrad Education Private Limited, Mumbai		Aug 2025 - Nov 2025
Consultant - Legal and Business Advisory (3 months' fixed term consultancy role)	<ul style="list-style-type: none"><li><b>Contract Drafting &amp; Risk Mitigation:</b> Drafted and reviewed commercial contracts and legal agreements; analyzed third-party and vendor drafts to identify, flag, and mitigate legal and business risks.</li><li><b>Regulatory Analysis &amp; Advisory:</b> Analyzed new legislation and draft circulars to determine their impact on the business; assisted in providing compliance advisory for business expansion initiatives, including international market entry.</li><li><b>Compliance Monitoring &amp; Tracking:</b> Maintained and monitored comprehensive compliance trackers to ensure adherence to all statutory deadlines and internal policies.</li><li><b>Internal Audits &amp; Cross-Functional Coordination:</b> Coordinated with internal teams (Finance, Admin, HR) to facilitate non-compliance audits, address findings, and implement corrective actions, ensuring regular monitoring of compliance.</li></ul>	
Axis Bank Limited, Mumbai		March 2025 - June 2025
Deputy Manager (RBI Compliance) - RBI - Risk Based Supervision	<ul style="list-style-type: none"><li><b>Regulatory Complaint &amp; Dispute Resolution:</b> Managed external escalations, including handling writ petitions filed against the Bank, and resolving customer and staff complaints escalated to the RBI SSM Division or filed on the DAKSH platform.</li><li><b>RBI Coordination &amp; Inspection Support:</b> Managed RBI queries over mail and liaised with internal teams to respond to RBI; coordinated internal assignments, such as the collation of documents for the Annual RBI Inspection.</li></ul>	
IndoStar Capital Finance Limited, Mumbai		Feb 2024 - March 2025
Executive (Compliance & Secretarial) - Compliance (RBI) [Sept 2024 - Mar 2025]	<ul style="list-style-type: none"><li><b>Regulatory Reporting &amp; Filing:</b> Managed the preparation and filing of all periodic and ad-hoc RBI returns on DAKSH and CIMS platforms, including fraud returns, and ensured the timely implementation of DAKSH advisories.</li><li><b>RBI Inspection &amp; Analysis:</b> Worked on RBI Indents; collated and organized extensive data for the Annual RBI Inspection; performed a comparative study and analysis of RBI Inspection Observations from previous years to identify risk patterns.</li><li><b>Board &amp; Senior Management Reporting:</b> Prepared and delivered detailed presentations for the Board and company Promoters, summarizing compliance updates, regulatory changes, and the impact of new policies.</li><li><b>KYC &amp; AML Monitoring:</b> Handled KYC compliances under PMLA, including the investigation of STR/CTR and FIU alerts, and liaised with branch-level Operations and Credit teams to ensure regulatory adherence.</li></ul>	

<b>Company Secretary Management Trainee [Feb 2024 - Sept 2024]</b>	<ul style="list-style-type: none"> <li>• <b>Regulatory Research &amp; Implementation:</b> Studied and interpreted RBI and IRDAI Master Directions, circulars, and notifications; created actionable plans from new circulars and allocated them to respective departments for execution.</li> <li>• <b>Compliance Tool Development:</b> Contributed to the development, alignment, and implementation of a new Compliance Tool, ensuring it incorporated all new acts, amendments, and applicable compliances for effective functioning.</li> <li>• <b>IT Compliance &amp; Internal Controls:</b> Conducted intensive IT compliance testing by analyzing RBI circulars, reviewing organizational policies, identifying gaps (VAPT, risk management), and coordinating with the IT team on actionables; also collaborated on drafting branch compliance SOPs.</li> </ul>
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<b>Practising CS Firms, Jaipur</b>	<b>Oct 2022 - Jan 2024</b>
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<b>Company Secretary Management Trainee</b>	<ul style="list-style-type: none"> <li>• <b>Statutory Filings:</b> Prepared and filed key statutory forms under the Companies Act 2013, including MGT-7, MGT-14, MGT-8, AOC-4, DIR-12, DPT-3, CHG-1, and INC-20A.</li> <li>• <b>Corporate Governance &amp; Records:</b> Maintained statutory records, registers, and minutes; drafted board meeting agendas, notices (including shorter notices), minutes, resolutions, and other corporate communications.</li> <li>• <b>Annual &amp; Specialized Reporting:</b> Prepared detailed Annual Reports and Director's Reports; filed specialized CSR and FLA forms and collaborated cross-departmentally on filing XBRL returns.</li> <li>• <b>Corporate Actions &amp; Projects:</b> Managed diverse projects from inception to completion, including company incorporation, conversion, winding up, strike-off, changes in capital, and handling director appointments/resignations.</li> <li>• <b>Legal Drafting &amp; Review:</b> Drafted and reviewed critical documents charge and loan documents with a specific focus on LLP agreements and related compliances.</li> <li>• <b>Due Diligence &amp; Client Collaboration:</b> Prepared in-depth search and status reports for various companies and assisted senior members in managing client relationships and communications.</li> </ul>
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### Academic Qualifications

Year	Degree/ Examination	Board/ Institute	Percentage	Remarks
2025	LLB - GJ Advani Law College, Mumbai University	Mumbai University	-	Pursuing (First Year)
2023-24	CS Professional	ICSI	52.00	Passed
2023	B.Com (H) - University Maharani College, Rajasthan University	Rajasthan University	72.66	Passed. First Division
2021-22	CS Executive	ICSI	50.75	Passed. 70 marks in CMA
2020	CSEET	ICSI	70	Passed. First attempt
2020	Higher Secondary - HSC (12 <sup>th</sup> )	CBSE	93.80	Passed. 90+ marks in all subjects
2018	Senior Secondary - SSC (10 <sup>th</sup> )	CBSE	84.50	Passed. 95 and 94 in Mathematics & English respectively

### Additional Skills

<ul style="list-style-type: none"> <li>• Working knowledge of Microsoft Office Suite - MS Word, MS Excel, MS PowerPoint</li> <li>• Conversant in English and Hindi</li> <li>• Hobbies - Art and Craft, Fashion &amp; Styling, Travelling, Reading</li> <li>• Soft Skills - Leadership, Communication, Time Management, Teamwork, Creativity</li> </ul>
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