

RAHUL SHARMA
Qualified Company Secretary
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PROFESSIONAL SUMARRY:

To pursue a challenging career in the field of Finance, Corporate Secretarial Work, where I would apply my knowledge and ideas to develop high caliber professional skills and effective management technique by proactive research and development activities to ensure protection of interest of industry by applying whatever I have learned till date from my internship, education and past experiences and emerge as a Corporate Professional.

TRAINING AND EXPERINCE:

Company Name: Healthfore Technologies Limited (Listed on BSE), DELHI
Designation: CS Management Trainee (Feb 2017-Aug 2017)

Company Name: Sharan Hospitality private Limited (Prius Group), DELHI
Designation: CS Management Trainee (Feb 2018-Sep 2018)

Company Name: Sharan Hospitality private Limited (Prius Group), DELHI
Designation: Secretarial Executive (Oct 2018-Till date)

Regular Compliances:

1. Secretarial Compliance:

- Meeting: Pre - Arrangement for Meetings of the Board and Committees and ensure compliance of all the pre / post statutory requirements relating to Board Meeting.
- Statutory Records: Assisted in maintenance of various Statuary Records and Registers and timely updating of Statutory Registers as per the Companies Act
- Drafting: Drafting of Resolutions and Preparation of Agenda and Minutes of the Meetings of Board of Directors, Audit Committee, Remuneration and Nomination Committee, Independent Director Committee and shareholders Grievance Committee Meeting.
- MCA: Handling of all MCA Compliances including preparation and filing of Forms, inspection of various Companies, obtaining certified copies,

Secretarial Responsibilities:

- Drafting AGM Notice, Directors Report, Annual Return and AGM Minutes.
- Handling Board Meeting and other Committee Meetings work.
- Appointment of Key managerial personnel as per the Companies Act, 2013.
- Maintenance of statutory records and register(s) of the Group Companies..
- Filing ROC Forms i.e. MGT-14, DIR-12, MR-1, DPT-3, INC 22A, AOC-4, MGT-7, DIR-11, ADT-1, AOC-5, CHG-1), MSME, DPT-3, DIR-3 KYC, Form INC 22A(ACTIVE)
- Increase in Authorized Share Capital, change of name and object clause of the company
- Ensuring compliances under Companies Act 2013 and Secretarial Standards.

- Knowledge of Merger & Amalgamation and Takeover and Buyback of share as per companies Act 2013 and reduction of share capital.
- Ensuring compliances under Companies Act 2013 and Secretarial Standards.
- Maintenance of statutory records and register(s) of the Group Companies.
- Facilitated the conduct of Secretarial Audit
- Successfully handled 19th Annual General Meeting of the Company.
- Preparation Annual Report i.e., Directors Report, Corporate Governance Report, Notice and all other compliances related to Annual General Meeting of a Listed Company.
- Alteration in Memorandum and Articles of Association of Companies which includes Change in Name, alteration in Capital Clause – Increase in Authorized Capital, etc.
- Preparation of company incorporation Documents.
- Preparation of annual filling Documents of various companies.
- Successfully completed Incorporation of Company.
- Preparation of Memorandum & Articles of Association of Companies.
- Knowledge of CSR as per section 135 of companies Act 2013.
- Drafting various resolution as per companies Act
- Assisted in restructuring facility of the Group Companies.
- Change in registered office within state
- Issue of Shares and NCDs on Private Placement Basis

Insolvency and Bankruptcy Code 2016 (IBC)

- Preparation of Demand Notice as per Section 8 of IBC
- Preparation of form-C and D i.e., submission of claim by financial creditors and Workman Dues (Employee) as per the provisions of the IBC.
- Handling Insolvency Resolution Professional and assisting them in CIRP process

SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015

- Ensuring timely compliances as per the SEBI (Listing Obligation and Disclosure Requirement) Regulations, 2015.
- Submission of notices & outcome of Board Meeting.
- Regular website update as per Companies Act and Listing Regulation requirements.
- Compliance with SEBI Takeover Code and SEBI Insider Trading Code for prevention of Insider Trading
- **Other Compliance**
- Creation & Extinguishment of ISIN with NSDL/ CDSL
- Dematerialization of Securities
- Filing of online application w.r.t payment of stamp duty for issue of shares.
- Liaison with Stock Exchange, RTA

Accounts & Finance Responsibilities:

- Applied for GST registration for the Private Companies and amended in the GST Certificate in consequent to the Change.
- Applied for PAN/TAN number of the Company.
- Filed the Income Tax Returns of Individuals.

EDUCATIONAL QUALIFICATION:**Professional Qualification:**

Examination conducted by Institute of Company Secretaries of India (ICSI)

EXAMINATION	YEAR	MODULE	STATUS
Professional Programme	DEC 2019	1	Passed
Professional Programme	JUN 2021	2	Passed
Professional Programme	JUN 2019	3	Passed
Executive Programme	JUN 2014	1	Passed
Executive Programme	DEC 2014	2	Passed

Academic Qualification:

EXAM/DEGREE	YEAR	NAME OF INSTITUTION	UNIVERSITY/BOARD
M.com.(ABST)	2015	Rajasthan University, Jaipur	University of Rajasthan
B.com.	2013	S.S Jain Subodh P.G College, Jaipur	University of Rajasthan
HIGHER SECONDARY	2010	Shri S.N Vidhyapeeth, Jaipur	RBSE
SECONDARY	2008	Shri S.N Vidhyapeeth, Jaipur	RBSE

COMPUTER EXPOSURE:

- Working Knowledge of MS Office Suite, Tally, Hardware and Internet Applications.
- Familiar with the MCA portal & websites of other authorities like SEBI, BSE etc

SKILL SET:

- Professional and decent behavior.
- Accountability and adaptability to changing environment.

PERSONAL PROFILE

- P no.94 , Shyam kunj Nadi Ka Phatak , Jaipur, Rajasthan -302039
- Date of Birth: 30/07/ 1993
- Languages known : Hindi and English
- Things I Like: Reading, listening music, playing.
- Soft skills: Optimistic, confident and hard working
- References: Available on Request

Sd/-
RAHUL SHARMA

