

Deeksha Negi

 deekshanegi771@gmail.com —  +91-8791842469 —  Deeksha Negi

Summary

Motivated and detail-oriented professional seeking to apply analytical, organizational, and communication skills in a dynamic corporate environment. Dedicated to continuous learning and enhancing legal and secretarial expertise to contribute effectively to organizational success.

Experience

Kundan Kumar Mishra & Associates (PCS Firm), Delhi

Jan 2023 – May 2024

CS Management Trainee

- Assisted in incorporation of Companies and LLPs, including MCA form preparation and filing.
- Drafted Board Resolutions, Share Transfer Deeds, and other statutory documents.
- Supported compliance reviews and inspection procedures under Companies Act.

Lalit Singhal & Associates (PCS Firm), Delhi

Jun 2024 – Present

Company Secretary Trainee

- Managing ROC filings and compliance management for listed and private entities.
- Drafting annual reports, corporate disclosures, and minutes of meetings.
- Coordinating with clients and authorities for documentation and compliance.

Education

2021 – 2024: Bachelor of Commerce (B.Com), Manipal University, Jaipur

2021: Passed CS Foundation Examination (ICSI) – December 2021

2020: Completed Class 12th, CBSE

2018: Completed Class 10th, CBSE

Key Skills & Competencies

- **Core Skills:** Task management, accuracy under pressure, analytical and communication skills.
- **Corporate & Compliance:** Company law, corporate governance, and secretarial practices.
- **Technical:** MS Office (Word, Excel, PowerPoint), Google Workspace, basic accounting tools.
- **Interpersonal:** Collaboration, adaptability, and client coordination.

Achievements

- Successfully completed 16-month CS Management Training with hands-on exposure to corporate compliance and governance.
- Assisted in incorporation and MCA filings for multiple private limited companies and LLPs with zero filing discrepancies.
- Recognized for accuracy and timeliness in drafting statutory documents and completing ROC compliances.

Personal Details

Father's Name: Mr. Narayan Singh Negi

Date of Birth: 08 November 2002

Marital Status: Unmarried

Languages: Hindi, English