

Deeksha Negi

✉ deekshanegi771@gmail.com | 📞 +91-8791842469 | 🌐 Deeksha Negi

SUMMARY

Motivated and detail-oriented professional seeking a challenging role to apply my analytical, organizational, and communication skills. Dedicated to continuous learning and enhancing my legal and secretarial expertise to contribute effectively to organizational success.

PROFESSIONAL EXPERIENCE

Kundan Kumar Mishra & Associates (Practicing Company Secretary Firm), Delhi Jan 2023 – May 2024

CS Management Trainee (16 Months Training)

- Assisted in incorporation of various Companies and LLPs, and handled related MCA filings.
- Managed updating of signatory details, DIN applications, and SRN cancellation (AOC-4/MGT-7).
- Supported inspection, investigation, and compliance review of corporate records.
- Drafted and maintained Board Resolutions, Share Transfer Deeds, and statutory documentation.
- Facilitated interstate shifting of registered offices and ensured procedural compliance.
- Maintained organized physical and digital records for regulatory filings and correspondence.

EDUCATION

2021 - 2024 **Bachelor of Commerce (B.Com)** at Manipal University, Jaipur

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

2020 Completed **Class 12th**, Central Board of Secondary Education (CBSE)

2018 Completed **Class 10th**, Central Board of Secondary Education (CBSE)

KEY SKILLS AND COMPETENCIES

Core Skills	Ability to manage tasks effectively, meet deadlines, and maintain accuracy under pressure. Strong organizational, analytical, and communication skills.
Corporate & Compliance	Basic understanding of company law, corporate governance, and secretarial practices. Knowledge of documentation, filing, and compliance under the Companies Act.
Technical Proficiency	Skilled in MS Office (Word, Excel, PowerPoint) and Google Workspace. Familiar with accounting tools and data handling.
Interpersonal	Builds rapport and trust quickly, collaborates effectively, and adapts to dynamic work environments.

PERSONAL DETAILS

Father's Name:	Mr. Narayan Singh Negi
Date of Birth:	08 November 2002
Marital Status:	Unmarried
Languages Known:	Hindi and English