

# Deeksha Negi

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🌐 Deeksha Negi

📁 Portfolio

## 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