

PROFILE

I am a commerce graduate and a qualified Company Secretary. I also have a strong passion for teaching & public speaking. I am currently looking for an opportunity to work in a reputed organization that ensures self-growth as well as growth of the organization.

EXPERIENCE AS SENIOR STUDENT ENROLMENT ADVISOR

Quacquarelli Symonds (July 2021 to June 2022)

- Employed as Sr. Student Enrolment Advisor and handling the following responsibilities:
 - Handling student queries related to getting Admission in foreign universities which were Company's clients.
 - Assisting the students in admission process as a part of the enquiries team through emails, calls and client meetings.
 - Interacting with the team members on a weekly basis through regular meetings on updates, strategies & feedback.
 - Conducting team meetings for discussion of the above-mentioned strategy and feedback & preparation of agenda and minutes for the same.

EXPERIENCE AS A COMPANY SECRETARY

Capricorn Identity Services Pvt Ltd (April 2019 to May 2020)

- Employed as a **Whole Time Company Secretary** and handling the following key responsibilities:
 - Preparing minutes of day to day statutory meetings held in the company as mandated in the company law.
 - Filing statutory e-forms like AOC-4, MGT-7, ADT-1, DPT-3, MSME-1, BEN-2 etc. with the Registrar of Companies.
 - Maintaining statutory records of the company like fixed assets chart, register of members, share transfer register etc.
 - Co-ordination with the statutory auditors and other external consultants of the company to ensure timely completion of compliances; and
 - Supporting the accounts team in posting accounting entries in the tally software.

Gupta Ranjan K & Company, Chartered Accountants (July 2018 to January 2019)

- Employed with the above-mentioned CA firm and handled following key responsibilities: -
 - Responsible for all Companies Secretarial functions, duties, and responsibilities.
 - Preparation of Notices, Directors Report, Resolutions and Minutes of Board meetings & General Meetings; and
 - Preparation and Filing of various e-forms and returns required to be filed with ROC.

CS trainee in Rohit Chawla & Associates - 15 months training programme as per the requirements of ICSI (January 2014 to April 2015)

TEACHING EXPERIENCE

Mastree – A subsidiary of Unacademy (14th September 2020 to 26th February 2021)

- Worked as a full-time language specialist in Mastree. It is India's first 3-in-1 English skill program for kids to help them master the art of communication.
- Handled teaching students from class 1 to class 12th along with their parent counselling.
- Giving a glimpse of Mastree's platform to students of different age groups and by teaching topics like - becoming pro at speeches, persuasive writing, creating advertisements etc.

City Montessori School (June 2015 to June 2018)

- Employed with **City Montessori School**, Lucknow (A school which was held as **world's largest school for pupils in Guinness Book of World Records**). Responsible for performing following activities:
- Taking care of 55 young learners as a class teacher.
 - Engaged in providing interactive e-learning experience through white board technology.
 - Conducted extempore and debate competitions.
 - Consistently involved in a lot of craft activities and energizers for kids; and
 - Played active role in celebration of International days and conducting seminars.

QUALIFICATION

<u>Academic Qualifications</u>	<u>Institute</u>	<u>Year</u>
Company Secretary	The Institute of Company Secretaries of India	2018
B. Com	Lucknow University	2012
XIIth CBSE	Cathedral Senior Secondary School, Lucknow	2009
Xth CBSE	Cathedral Senior Secondary School, Lucknow	2007

CERTIFICATIONS

- Completed Interactive Communication Course from '**Trinity**'.
- Awarded certificates for class presentation and winning display board making competition during employment with "**City Montessori School**".
- Awarded certificates for highest marks in both Accountancy & Business Studies in class XII.
- EDP, PDP & various training programmes as required under ICSI curriculum.

PERSONAL DETAILS

- Father's Name: Mr. Prakash Kumar
- Marital Status: Married
- Nationality: Indian
- Languages Known: English, Hindi and Sindhi
- Current Address: D-1381/4, Indira Nagar, Lucknow