

Bilal A Topia

B.Com, C.S.

Address for correspondence:

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CAREER OBJECTIVE

I am looking for the work association - related to my qualification and experience - with reputed organisations with a chance to prove all my professional skills and ability by utilizing all my experiences. A Person who believes to be developed with the development of the organization.

EDUCATIONAL QUALIFICATIONS

- ***Professional Qualifications:***

- Company Secretary from ICSI in 2015.
- Applied for membership number.

- ***Academic Qualifications:***

- B.com Gujarat university with 58% in April 2012
- H.S.C Gujarat Board with 74% in March 2009
- S.S.C. Gujarat Board with 75% in March 2007

INTERNSHIP

As per the guidelines of Institute of Company Secretaries of India (ICSI), fifteen months Apprenticeship Training successfully completed with Hemal Modh & Associates.

AREAS OF WORK EXPERIENCE

I was involved in various compliance related activities during my tenure with Hemal Modh & Associates. Some of the areas in which I was involved are listed hereunder.

- Preparation of Notice, Agenda and Minutes for Board Meetings and General Meetings;
- Preparation and Certification of returns relating to Annual Filling.
- Maintenance of statutory records and registers
- Preparation and submission of various e-forms in online filing system of MCA.

- Issue of Share Certificates.
- Preparing Quarterly, Half yearly and Yearly compliances of Listed Companies under the listing agreement.
- Work relating to filing of Creation or Modification of Charge to the ROC office.
- Handling ROC follow up matters and liaison with ROC officers.
- Work relating to appointment/re-appointment of Managerial Personnel.
- Work Relating to DIN/DSC
- Incorporation of Companies.
- Preparing and filing Annual filing and other forms.
- Prepare a CLB petition for condonation of delay in filing forms for creation or modification of charge.
- Drafting and Preparation of Annual Return.
- Preparation and filing of Form FC-GPR and Annual Return on Foreign Liabilities and Assets with Reserve Bank India.
- Preparation of Compliance Certificate u/s 383A Of the Companies Act, 1956.

Joined Supreme Transport Solutions Private Limited, Ahmedabad as an Account Executive on 15th June, 2009 and worked till 31st August, 2012.

Handled all kind of administrative work for the same

Organizational Trainings

- SIP (Student Induction Programme) organized by ICSI for 7 days
- EDP (Executive Development Programme) organized by ICSI for 7 days
- PDP (Professional Development Programme) organized by ICSI for 24 hours
- MSOP (Management Skill Orientation Programme) Organized by ICSI for 15 days
- 15 days training with R.O.C. (Registrar of Companies), Ahmedabad.

PERSONAL DETAILS

- Father's Name : Abdulkadar Dadamiyan Topia
- Date of Birth : 11th August, 1992
- Marital Status : Married
- Languages Known : English, Hindi and Gujarati
- Hobbies : Sports, volleyball, adventures, travelling, explore new places
- Key Strengths : Determination, Optimistic thought, Keen to learn

DECLARATION

I hereby declare that the above mentioned information is true to the best of my knowledge.

Place: Ahmedabad

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