RADHIKA SHRIMALI

COMPANY SECRETARY [ACS 51761]

Mobile No.: +91 9920250948   **Email Id:** radhikashrimali91@gmail.com

CAREER OBJECTIVE

To excel as professional in the secretarial and finance field while delivering best service possible in achieving organizational objective.

QUALIFICATION

- Qualified Company Secretary from the Institute of Company Secretaries of India (ICSI) in December 2015
- 2012 – Bachelor of Commerce from Mumbai University
- 2009 – Board of Higher Secondary Education, Maharashtra
- Currently Pursuing Masters in Business Law (MBL) from the National Law School of India University (NLSIU) Bengaluru.

WORK EXPERIENCE

Company Secretary Trainee : September 2015 to December 2016 – Zee Learn Limited listed at BSE and NSE, Mumbai

- Amalgamation of Companies
- Modification of ESOP Scheme and issue shares under the scheme
- Issue of Debentures
- Issue of Global Depository Receipts (GDR's)
- Passing of Resolutions through Postal Ballot
- Preparation of Annual report including Directors Report, Management Discussion and Analysis Report, Extracts of Annual Return, and filing of Annual Return and Financial Statements and various other documents with ROC
- Compliances under SEBI Regulations including Listing Obligations and Disclosure Requirements, Prohibition on Insider Trading, Share Based Employee Benefits, and Takeover Regulations.
- Dividend related work
- Preparation of Agenda, Notice and Minutes for Board Meetings, Committee Meetings and General Meetings.
- Liaising with external regulators, solicitors and auditors
- Incorporation of Companies
- Preparation of Compliance Calendar for the company and Statutory Compliance review
- Preparation of Foreign Assets and Liability Statement (FLA) under RBI Act
- Maintaining Statutory Registers under Companies Act, 2013
- Assurance Audit in relation to Registrar and Share Transfer Agent

PERSONAL PROFILE

Date of Birth	: April 15, 1991
Nationality	: Indian
Marital Status	: Married
Languages Known	: English and Hindi
Address	: C/302, Atuulyam, Makarba, Ahmedabad