

# PURVEE ROY

## Present Address -

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## OBJECTIVE

To serve the organization in the capacity which will exploit my abilities of persistence, commitment and team effort which would lead to my professional growth in congruence with the growth of the organization.

## **PROFESSIONAL QUALIFICATIONS**

Company Secretary from Institute of Company Secretaries of India, New Delhi.

LLB from Maharaja Sayajirao University, Baroda.

Currently pursuing CFA from Institute of Chartered Financial Analysts of India.

## **EDUCATIONAL QUALIFICATIONS**

	DEGREE	UNIVERSITY	PERCENTAGE
1	B. Com	Maharaja Sayajirao University, Baroda	60 %
2	HSC	Convent of Jesus & Mary, Baroda	76 %
3	SSC	Convent of Jesus & Mary, Baroda	79 %

## WORK EXPERIENCE

### **From May 2011 till date – Company Secretary in Nandan Denim Limited.**

Nandan Denim Limited is largest manufacturer of denim fabric in India situated at Ahmedabad and listed at BSE and NSE and forms part of the Chiripal Group of Companies, Ahmedabad.

### Responsibilities / Job Profile

- Compliance with regulatory authorities including Reserve Bank of India, Ministry of Corporate Affairs and Stock Exchanges
- Quarterly / Yearly Stock Exchange compliances and disclosures for acquisition / disposal of securities as per SEBI (LODR) Regulations, 2015
- Incorporation of Companies including Section 8 Companies and Limited Liability Partnerships
- Handled Initial Public Offers (IPOs) on SME Platform
- Handled Rights Issue of listed and unlisted companies

- Preferential Allotment of listed (convertible warrants) and unlisted companies
- Postal Ballot for shareholders approval
- Preparing entire Annual Report
- Due Diligence
- Work related to Registrar and Transfer Agent e.g. final & interim dividend, share certificate and demat issues, investor grievances, etc.
- Board & Shareholders (AGM) meeting and effective minutisation
- Corporate Communication and Public Relations
- Investor Relations
- Drafting legal documents in co-ordination with legal consultants.

**From February 2009 to April 2011 – Assistant Company Secretary in Deep Industries Limited.**

Deep Industries Limited is a reputed company situated at Ahmedabad listed at BSE and NSE.

**Responsibilities / Job Profile**

- Board & Shareholders (AGM) meeting
- Compliance with regulatory authorities.
- Handling compliance of group listed companies
- Delisting of Company
- Listing of Company at NSE
- Due Diligence
- Incorporation of Companies
- Revocation of Suspension of Group Company at BSE.
- Compounding of offences
- Preparing Minutes of companies
- Quarterly Stock Exchange compliances (eg. Corporate governance, secretarial audit report, clause 47, clause 35, etc.)
- Filing Forms with regard to authorized capital, allotment, etc. with MCA
- Dealing with ROC matters
- Preparing Annual Reports of both listed companies along with MDA
- Work related to Registrar and Transfer Agent
- Co-ordinating with other departments in preparation of quarterly financial results and getting the same published in newspapers (both companies)
- Dealing with both BSE and NSE related matters

**From August 2008 to December 2008 – Assistant Company Secretary in M/s. Rajesh Parekh & Associates.**

M/s. Rajesh Parekh & Associates is a prominent Company Secretary firm situated at Ahmedabad.

**Responsibilities / Job Profile**

- E-filing of forms as 23ACA, 23AC, 20B, 66, 5, 8, 20B, 23 etc.
- Taking search of various companies from the MCA portal and from the Registrar and preparing Search Reports.
- Preparation of Annual Returns, Annual Reports, other documents with regard to the Companies.

- Preparing Minutes and maintenance of various Statutory Registers.
- Various work related to BSE, MCA and ROC.

**From August 2007 to July 2008 – Company Secretary Trainee in KANHA Associates.**

KANHA Associates is a Company Secretary firm managed by five eminent Company Secretaries situated at Ahmedabad.

**Responsibilities / Job Profile**

- E-filing of forms as 23ACA, 23AC, 20B, 66, 5, 8, 20B, 23 etc.
- Taking search of various companies from the MCA portal and from the Registrar .
- Preparation of Annual Returns, Annual Reports, Operational Manuals with regard to the Companies.
- Preparing Minutes and maintenance of various Statutory Registers.
- Preparation of Due Diligence Reports and Search Reports of Listed Companies.
- Various work related to MCA and ROC.

**From January 2007 to July 2007 - Assistant Company Secretary in Pentium Infotech Limited.**

Pentium Infotech Limited is a fast growing Company with a huge turnover dealing in Government Securities, Gold and is situated at Ahmedabad. It is a group company with 14 companies managed together.

**Responsibilities / Job Profile**

- E-filing of forms as 23ACA, 23AC, 20B, 66, etc.
- Taking search of various companies from ROC .
- Preparation of Annual Returns and Annual Reports with regard to the Companies.
- Maintaining Minutes Book and Statutory Registers.

**From February 2006 to November 2006 - M/s. Ramanlal G. Shah & Co. Ahmedabad**

M/s. Ramanlal G. Shah & Co. is a leading chartered accountancy firm based in Ahmedabad.

**Responsibilities / Job Profile**

- Worked as Tax / Audit Assistant in M/s. Ramanlal G. Shah & Co.
- Handled assignments relating to preparation of tax returns and computation of income, appeals.
- preparation of reports, valuation and certification of properties, verification of stocks, stock audit, checking of journals, vouchers, ledgers etc:
- Also dealt with audit work including statutory audits of Public Sector Banks, also dealt with E-Filing of IT Returns.

**From July 2003 to January 2004 – Company Secretary Trainee in M/s. D. Pathak & Associates, Baroda**

D. Pathak & Associates is a Company Secretary firm based in Baroda.

**Responsibilities / Job Profile**

- Handled assignments relating to incorporation of private and public limited companies.
- Filing of trademarks applications, filing and preparation of documents relating to creation, modification and extinguishments of charge/ hypothecation, preparation and manually filing forms 32, 29, 5 etc.
- And work relating to companies and Registrar of Companies (ROC).

**COMPUTER PROFICIENCY**

MS Excel, Word, Power point. Done basics from Aptech.

**SOFT SKILLS**

Effective communication  
Team spirit  
Good interpersonal skills  
Self-motivated  
Enthusiastic

**PERSONAL PROFILE**

Date Of Birth : 20.06.1981

Linguistic capabilities : English, Hindi, Gujarati.

Family Background : Father retired from Nationalised Bank as Chief Manager  
and mother retired from BSNL.

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