



POOJA JAIN

COMPANY SECRETARY (CS)

Email: poojajain0305@gmail.com

Contact No.: 09530479325

Career Objective

Seeking challenging assignments across corporate affairs, company law, Legal law and other compliances.

Employment History

Worked with the R R Securities Limited (Listed Company) as Company Secretary cum Compliance located at Ahmedabad from August 2019 to September 2021.

Worked as Company Secretary Cum Compliance Officer with Sun Finlease (Gujarat) Limited, Listed Non Banking Financial Company (NBFC) located at Ahmedabad (Gujarat) for 2.5 years.

Work Experience

Assignment Handle under Indian Companies Act 2013:

- ❖ Restructuring Company as per new Companies Act, 2013.
- ❖ Convening and Conducting of Board and Annual General Meetings.
- ❖ Preparation and maintenance of Secretarial records, Statutory books & registers as prescribed under the Companies Act, 2013.

- ❖ Appointment of Directors, Auditor and KMP.
- ❖ Preparing Notice, Directors Report, Resolutions of Companies.
- ❖ Maintenance of Minutes of Board Meeting, General Meeting, Audit Committee Meetings, Stakeholders Relationship Committee Meeting, Nomination & Remuneration Committee Meetings.
- ❖ Handling CSR Compliances.
- ❖ Filing, registering, representing attesting or verifying any of the e forms, returns and applications by or on behalf of the company
- ❖ Preparation of Annual Reports, Annual Returns, Financial Statement and other related documents.
- ❖ Organizing and conducting of Board meetings, committee meetings and Annual general meeting.
- ❖ Organizing and conducting of e-Voting process for various General Meeting.
- ❖ Handled Activities related to the Demat, Share transfer, transmission of Share.
- ❖ Filing of Annual e-forms with MCA-21 portal of the company.
- ❖ Handled work related to the Creation, Modification and Satisfaction of Charges and filed CHG-1, CHG-4 to ROC.
- ❖ Handled Work related to conversion of Private Company to Limited Liability Partnership.
- ❖ Handled work of Transfer of Shares held in Beneficial interest with Filing e-form with ROC i.e. MGT-6 and prepare other documents like MGT-4 and MGT-5.
- ❖ Complied yearly compliances of NBFC to the RBI i.e. Uploading Return (NBS-9), Upload Statutory Auditor Report etc.
- ❖ Alteration in Capital Structure Like Authorized Share Capital.
- ❖ Incorporation of Companies as per provision of Companies Act, 2013.
- ❖ Carrying out Various Alteration / Amendment and preparation of documents with regard to Memorandum & Articles of Association with regard to change in main object, name of company , registered office, share capital.
- ❖ Handle work of appointment of auditor with the filing e-form ADT-1 with the ROC.
- ❖ Liasioning with govt. departments and other agencies i.e. RBI, ROC, RTA, SEBI, Stock Exchange, CDSL etc.

Assignment Handle under SEBI & RBI Regulations:

- ❖ Listing of Companies at Metropolitan Stock Exchange of India Limited (MSEI).
- ❖ Preparing various policy as required by SEBI regulations and comply with code of conduct of board and senior management;
- ❖ Updating various data on website of the Company and stock exchange portal Complying Quarterly, Half Yearly, Yearly, and Event Based Compliances under SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.
- ❖ Complying with the provision of SEBI (SEBI (Substantial Acquisition of Shares and Takeovers) Regulations, 2011.
- ❖ Exposure of Non Banking Financial Company (NBFC) Compliances.
- ❖ Various Compliances of NBFC Company (i.e. NBS -9 FORMS i.e Annual Return) (as per RBI Guideline) and Statutory Auditor Certificate (SAC).
- ❖ Registration of Company with Credit Information Companies (CIC), as required by RBI for Non Banking Financial Companies (NBFC).
- ❖ Registration of Company with RBI for the purpose of Foreign Investment Reporting and Management System (FIRMS).
- ❖ Registration of Company with Central KYC (Central Registry of Securitisation Asset Reconstruction and Security Interest of India) as required by RBI Circular.
- ❖ Registration of Company with Financial Intelligence Unit – India (FIU-IND) as required by RBI Circular.

Assignment Handle under Legal Division :

- ❖ Drafting of Leave and License agreements, Tripartite agreement between CDSL, RTA and Company.
- ❖ Drafting of share Transfer Deed.
- ❖ Prepared Memorandum of Association (MOA) & Articles of Association as per table of the Act.
- ❖ Drafting of other legal documents like affidavits, Indemnity Bond etc.
- ❖ Publication of public notices etc on behalf of the company.

Assignment Handle under UK Companies Act, 2006:

- ❖ Incorporation of company as per UK Companies act, 2006.
- ❖ Strike off of the company
- ❖ Allotment of shares
- ❖ Filing of Confirmation Statement (Annual Return)
- ❖ Appointment and Resignation of Directors
- ❖ Changing in the Directors and PSC details
- ❖ Changing of Registered office Address
- ❖ Incorporation of Overseas company
- ❖ Appointment of Directors in Overseas company
- ❖ VAT registration and deregistration on HMRC
- ❖ Learned how to sign up for the MTD for the submission of VAT
- ❖ Creation of Government Gateway ID in HMRC
- ❖ Preparation of Model Articles of Association
- ❖ Preparation of Minutes of Board Meetings and Annual General Meeting
- ❖ Other company secretarial work related to UK Companies Act, 2006

Additional Knowledge :

Indian Accounting, Taxation and GST Registration.

Achievements

- ❖ Cleared Company Secretary exam in first attempt.
- ❖ Got exemption in drafting subject during Company Secretary Course.

Academic Qualification

- ❖ Qualified CS from ICSI in February 2016. Awarded membership in May, 2016.
- ❖ Bachelor of Commerce (B.COM) in year 2015 from Mohanlal Sukhadia University located in Rajasthan with 72% Marks.

Training Undergone Under Course of Company Secretary

- ❖ Management Skill Orientation Programme (MSOP) organised by Ahmedabad Chapter of ICSI.
- ❖ 15 days Specialised Training under Mohan B. Vaishnav & Co. , Practicing Company Secretary –Ahmedabad.
- ❖ Worked as Management Trainee in B. Kumar Tank & Associates, Practicing Company Secretary- Ahmedabad for 15 Months Internship as per company Secretary Course (From – 17th July, 2014, to 16th November 2015).
- ❖ Professional Development Programme (PDP) organised by Ahmedabad Chapter of ICSI.
- ❖ Executive Development Programme (EDP) organised by Ahmedabad Chapter of ICSI.
- ❖ Student Induction Programme (SIP) organised by Udaipur Chapter of ICSI.
- ❖ Computer Training .

Personal Dossier

Father's Name:	Dilip Jain
Mother's Name:	Jyotika Jain
Date of Birth:	3 rd May, 1994
Permanent Address:	Banswara, Rajasthan - 327024
Linguistic Proficiency:	English, Hindi

Declaration

I hereby solemnly affirm and declare that the information furnished above is true to the best of my knowledge and belief. I shall be willing to furnish any other information that you may require for the purpose.