

# AKSHIT SONI (B.Com, LL.B,C.S.)

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## Resume Headline

Company Secretary having more than 10 years of work experience in compliance of Secretarial Practice including Company Law & Securities Law, ROC Compliances, Stock Exchange compliances, Compliance of SEBI Rules and Regulations, FEMA Regulation, Pre IPO related work, Right Issue, QIP Issue, Merger -Amalgamation & Demerger etc. for Listed, Unlisted, Private Companies and LLPs.

### ➤ Objective

A highly efficient and competent Company Secretary with an ability to ensure that a company complies and operates in accordance with statutory and legal provisions. Experience of attending meetings with company Board of directors and acting as a point of communication between them. Well presented and highly personable, with a deep knowledge of corporate regulatory and company rules. Excellent organizational skills, highly efficient and methodical with a good eye for detail.

### ➤ Academics

EXAMINATION	UNIVERSITY /BOARD	YEAR	PERCENTAGE
C.S.	ICSI	JUNE-2013	52.25%
LLB	GUJARAT UNIVERSITY	2012	55%
B.COM.	V.N.S.G.U	MARCH2008	60.88%
H.S.C.	G.S.H.E.B	MARCH2005	76.67%
S.S.C.	G.S.E.B	MARCH2003	63.14%

### ➤ Personal Information

Date of Birth	28 <sup>th</sup> April, 1987		
Marital Status	Married		
Area of Interest	Reading & Painting		
Strengths	Self motivated, like to take new challenges, can work in team nicely, eager to learn new things and ability to achieve new things.		
Languages Known	❖ English	❖ Hindi	❖ Gujarati
Permanent Add	E-304, Satva Elegance, Silver Star Cross Road, Chandlodia, Ahmedabad		

### ➤ Awards & Achievement

- "Best Participant's "Award out of 50 participants in 9th MSOP from ICSI, Ahmadabad Chapter in September, 2013.

## ➤ Post Qualification Work Experience

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- 1) Current Organization : Corrttech International Limited  
(Construction in Oil & Gas Industry)  
Designation : Company Secretary

Looking after due diligence and Pre IPO related activities and Responsible for compliance of Secretarial Practice including due diligence for IPO, ROC, Stock Exchange and ICDR, corporate Governance and SEBI Rules & Regulations. The Company had filled DRHP to float IPO on main board and also got SEBI's approval.

- 2) Company : Adani Power Limited (BSE & NSE Listed Company)  
(Solar Energy & Power industry)  
Designation : Deputy Manager- Secretarial

Responsible for compliance of Corporate Affairs and Guiding and ensuring Compliance of all applicable laws to the Company more in particular Compliance of Companies Act, SEBI Act and its Regulations, Securities Law, Stock Exchange Compliances, ROC/MCA Compliances.

- 3) Company : Asian Granito India Ltd (BSE & NSE Listed Company)  
(Ceramic Industry)  
Designation : Deputy Manager- CS & Legal  
Duration : 2020 to 2022

Responsible for secretarial practice in accordance with all statutory and legal provisions, highest standard of Corporate Governance aspects, Listing obligations, Other SEBI Regulations, Liaising with external regulators, solicitors and auditors for the Company, Subsidiary Companies and its group Companies.

Worked for Rights Issue for Asian Granito India Ltd in 2021 & 2022.

- 4) Company : Deep Industries Limited (BSE & NSE Listed Company)  
(Oil & Gas Industry)  
Designation : Company Secretary & Compliance Officer  
Location : Ahmedabad  
Duration : 2016 to 2020.

Responsible for secretarial practice in accordance with all statutory and legal provisions, highest standard of Corporate Governance aspects, Listing obligations, Other SEBI Regulations, Liaising with external regulators, solicitors and auditors for the Company, Subsidiary Companies and its group Companies.

- 5) Company : Bhagwati Autocast Limited (BSE Listed Company)  
Designation : Company Secretary & Compliance Officer  
Location : Bavla, Ahmedabad  
Duration : December 2014 to January, 2016

Handled secretarial practice for the Company and its group companies.

- 6) Merit Credit Corporation Limited  
Designation : Company Secretary  
Duration : Sept 2013 to November 2014  
Handled secretarial practice for the Company and its group companies

## ➤ Work Profile

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- Worked on the matters dealing with the Secretarial aspects and handling compliance of the Listed Companies, Private & Public Companies, Small Companies & LLP.
- Filing of various forms as required to be filed with Registrar of Companies/ Ministry of Company Affairs/Regional Director.
- Compliance of Company Laws, Listing Regulations & Security Laws and dealing & liaison with various types of Government Authorities i.e. SEBI, ROC (Ministry of Corporate Affairs), Stock Exchanges., R.B.I. etc.
- Timely disclosures with Stock Exchanges enumerated as per SEBI (LODR) Regulations, SEBI(Prohibition of Insider Trading Regulations) and all other aligned laws & Regulations.
- Drafting & Preparing of Polices required as per SEBI (LODR), Codes, Notice, Agendas, Resolution, Annual Report, Statutory Registers and records as per varies applicable laws.
- Convening and conducting Annual General Meeting, Extra Ordinary General Meeting, Board Meetings & Committee Meetings as required under Companies Act involving issuance of notices, recording of minutes.
- Well versed with SEBI Regulations, Secretarial Standard issued by ICSI etc.
- Worked related to IEPF Rules including transfer of unpaid dividend & Shares to IEPF Authority.

### Other than routine & event based secretarial practice & compliance:

- Handled Due Diligence of listed and private Company for IPO, QIP issue, FCCBs and Private Equity funds.
- QIP issue, Merger & Amalgamation, Private Placement & raisings of funds.
- Issue of preference shares & conversion of preference shares into Equity shares.
- Issue of Debentures though Debenture Subscription Agreement to foreign investors.
- Corporate Action with NSDL, CDSL and co-ordinate with RTA
- Inter-se Transfer among promoters & Re-classification of Promoter into public as per listing Regulations.
- Handled Scheme of Arrangement in the nature of Demerger of Deep Industries Ltd.
- Worked for Rights Issue for Asian Granito India Ltd in 2021 & 2022.

## ➤ Declaration

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I the undersigned submit my resume with above mentioned details and will be able to submit necessary documents as per your requirements.

The details furnished above are true to the best of my knowledge and hope that it would fulfill your requirements.

Thanking You

Yours Faithfully,

**CS Akshit Soni**

**M. No. ACS - 34152**