

DAISY MEHTA
COMPANY SECRETARY, MBA, LLB
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OBJECTIVES

A skilled and experienced Company Secretary with an LLB and MBA in Finance, equipped with a comprehensive understanding of corporate governance and legal compliance. Seeking a challenging position as a Company Secretary to utilize my expertise in managing corporate affairs and providing strategic guidance to drive business success.

SKILLS

- Strong knowledge of Corporate Laws, Regulations, and Governance Practices.
- Proficient in drafting legal documents, contracts, and resolutions.
- Detail-oriented and highly organized, with exceptional problem-solving and decision-making abilities.
- Excellent communication and interpersonal skills, with the ability to collaborate effectively with cross-functional teams.
- Proficient in using legal research tools and computer applications. Secretarial Reporting, Drafting, Project Management, Financial Reporting and Administrative.

PROFESSIONAL SYNOPSIS

• CURRENT POSITION

Company Name : Advait Infratech Limited (BSE Listed Entity)
Job Title : Company Secretary and Compliance Officer
Duration : 10 Months (Since Aug'2022)

❖ Responsibility Undertaking:

- Overall Secretarial and Legal Compliance pertaining of the Company with regards to SEBI (LODR) Regulations, 2015 and Companies Act, 2013
- MIS development and Monitoring
- Overseas Invoicing Monitoring and Tracking
- Subsidy Matters of the Company
- Implementation of the Bonus Issue of the Company
- Planning and Implementing the Employee Stock Options Scheme of the Company
- Handled the Migration process of the Company from BSE SME to Main Board
- Handled Post Listing Claims and Compliance.
- Preparation and Vetting of Legal Documents.
- Preparation of Various Corporate Contracts
- Preparation and Convening the Board Meeting and EGM of the Company.
- Formation of New Company under Companies Act, 2013.
- Periodically reporting and liaising with the Board of Director for the overall status of the Company Legal Compliances.
- Registration and Renewal of the Company with different statutory Authorizes.

- Conducted internal audits to identify compliance gaps and implemented corrective actions, resulting in improved operational efficiency and risk management.
- Providing advice to Board Members and Senior Executives on corporate governance best practices and legal obligations.
- Reviewing the overall compliance of the Company's Associate Company and Subsidiary.

• **PAST EXPERIENCE :**

Company Name : Consultancy Firm
Job Title : Freelancer
Duration : 7+ years' experience in Advisory Role (2015-2022)

❖ **Legal and Secretarial Assistance**
❖ **Accounting and Finance Reporting**

- Handled various Compliance and Secretarial work
- Prepared Notices, Director Report, Resolutions & minutes of AGM, EGM, BM and Committees Meeting.
- Worked on FEMA & SEBI Guidelines.
- Assist in getting FDI Approval from FIPB.
- Handled Annual and Secretarial Audits.
- Assisted in preparation of Annual Financials.
- Preparation and Vetting of Legal Documents.
- Preparation of Various Corporate Contracts.
- Interaction with contracting Parties and Maintenance of Legal Records.

Company Name : Vodafone Group
Job Title : Company Secretary cum Manager
Duration : 3 years (Since 2012-2015)

❖ **Legal Responsibility Undertaken-**

- Organizing, preparing Agendas for, and taking minutes of Board Meetings.
- Organizing, preparing Notices, Agendas & taking Minutes of General and Committee Meetings.
- Preparing Minutes of Board/ Committee and Extra-Ordinary/Annual General Meetings.
- Preparing the complete set of Annual Report.
- Maintenance of Statutory Registers under Companies Act, 1956.
- Independently handled Alteration in Memorandum & Articles of Association of the Company processes viz. Change of Name of the Company, Alteration in Main Object Clause, Adoption of Other Objects and Alteration in the Capital Clause.
- Preferential allotment of Shares under of the Companies Act, 1956.
- Share transactions: share transfers, Allotments and Cancellation.
- Co-ordination with Bank for the necessary formalities.
- Preparation of Compliance Sheet & Secretarial MIS
- Preparation and filing of various E-Forms and Returns required to be filed under Companies Act, 1956 with ROC

- Reporting on Company procedures & developments in a timely & accurate manner.
- Maintain and update all licenses and company records timely
- Prepared CIC (Core Investments Company) Application of Company to RBI
- Liasoning with legal offices and external professional teams.

❖ **Financial Responsibility Undertaken:**

- Assisted in Annual Financial of the Company
- Preparing and Filling of RBI Returns Monthly, Quarterly and Annual for NBFC
- Preparing Managements Accounts (quarterly) to place before board of Directors
- Handled in Annual Audit of the Company

ACADEMIC CREDENTIALS

- **LLB** – (June'22) , **Mohanlal Sukhadiya University, Udaipur**
- **C.S. Professional** - (Dec '09), **The Institute Of Company Secretaries Of India, Delhi**
- **MBA-** Major- Finance, Minor- Marketing- (June '10) **Rajasthan Technical University, Kota**

PERSONAL DETAILS

Name	: Daisy Nirav Mehta
Date of Birth	: 23 rd August 1987
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