DEVENDRA PRATAP SINGH

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Mob. No: +91-9919548599

Company Secretary (Executive Student)

Career Objective:

I want to utilize my skill & proficiency to step up with the efforts in my challenging career path towards the growth of the organization & myself. To bring a dynamic and versatile portfolio of skills at workplace and to serve the organization with positive attitude and efficiency.

Strengths:

- Believe in myself.
- Strong Communication skill to interact with Clients.
- Working with positive attitude.
- Ability to make time bounded plan for successful execution of task.

Educational Qualifications:

Degree / Certification	Board/University	Percentage (%)	Year of passing
CS Executive Programme	Institute of Company Secretary of India	Pursuing	-
CS Foundation Programme	Institute of Company Secretary of India	54%	2017
12TH Class	U.P. BOARD	66%	2015
10th Class	U.P. BOARD	76%	2013

Software's:

- MS-Office: Ms-Word, Ms-Excel and Ms-Powerpoint.
- Other basic knowledge of computer

Work Experience:

- Worked Abraham Pingle & Associates, as a trainee, from January '19 to August '19.

Trainee Profile:

- Familiarize myself with the basic requirement to perform a particular task.
- Access website of Ministry of Corporate Finance.
- Search Report
- Maintenance of various types of registers as applicable to company under Company Secretary .
- Incorporation of Companies and LLP.
- Filing of Din and DIR-3 KYC.
- Directors Appointment & Removal.

- Filing forms for Appointment and removal of Directors and Auditors.
- Making application and reply for trademark.
- Making application for DSC.

Personal Details:

Full Name	**DEVENDRA PRATAP SINGH**
Date of Birth	01-JULY-1998
Marital Status	Single
Language Known	English And Hindi.
Home town Address/ Present Address	New Basti Baksipura, Bahraich-271801.
Hobbies	Reading articles, Indoor and outdoor games, guide to people..

The above stated information is true to the best of my knowledge.

(DEVENDRA PRATAP SINGH)