**PROFESSIONAL QUALIFICATION:**

* Passed Professional Programme from ICSI in June 2015.
* Passed CS (Executive Programme) from ICSI in December 2012.
* Passed CS (Foundation Programme) from ICSI in December 2011.

**EDUCATIONAL QUALIFICATION:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Board/University** | **Qualification** | **Year of Qualification** | **Percentage (%)** |
| GSEB, Vadodara | 10th | 2008 | 81.38 |
| GHSEB, Gandhinagar | 12th | 2010 | 78.14 |
| Gujarat University | B.com | 2013 | 71.00 |

**EMPLOYMENT DETAILS:**

Currently Working with Shree Ganesh Remedies Limited as Company Secretary and Secretarial Compliance Officer form March, 2017.

Working with Ahmedabad Ring Road Infrastructure Limited (Sadbhav Group) from February, 2016 to February, 2017.

Working with Rajvi Groups of Companies from June, 2015 to September, 2015 as Assistant Company Secretary.

Working with Suryakrupa Finance Limited-Rajvi Group of Companies, Listed at BSE from Oct. 2015 to Feb. 2016 as Company Secretary and Compliance Officer.

**KEY ASSIGNMENTS HANDLED DURING PAST EMPLOYMENT:**

* Stamp Duty Payment on issuance of share certificates
* Appointment & Cessation of Directors.
* Shifting of Registered Office from one State to other.
* Private Placement
* Compounding of Offence under FEMA
* FC-GPR work
* Statutory Registers
* Various Listing Compliance with BSE
* Drafting of Resolution & Documents
* Procedure for Change of Name
* Preparation of Minutes of Meeting as per SS-1 & 2
* Procedure for Incorporation of Company
* IPO and FPO related Compliance
* Foreign Transfer Related Matter
* Compounding Matter with ROC, RBI and SEBI

**KEY ASSIGNMENTS HANDLING:**

* Listing Compliance with BSE & NSE
* Debts Compliance with BSE & NSE
* Re-financing related work
* Liaising with Government Authorities

**INTERNSHIP:**

Completed 15 months Management Training with Regal Shipping Private Limited-Rajvi Group of Companies from 12th March, 2014 to 31st May, 2015.

**KEY ASSIGNMENTS HANDLED DURING TRAINING:**

* Incorporation of Company
* Liaising with ROC
* Annual Filling
* Change of Name
* Changes in AOA and MOA of the Company
* Preparation of Statutory Register
* Creation, Modification and Satisfaction of Charge

**BIOGRAPHICAL DATA:**

Date of Birth : 13 July, 1993

Language Known : English, Hindi, Gujarati

**(Aditya Patel)**