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| ***CARRER OBJECTIVE :*** |

To Work in a dynamic environment that provides me a wide gamut of experience and exposure and where I can unleash my full potential towards achievement of organizational objectives and which, in return, leverages my knowledge and experience.

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| ***ACADEMIC PROFILE*** |

**Education \*** B. Com.

**\*** C S (Institute of Company Secretaries of India)

**\*** MBA (Symbiosis Center for Distance Learning, (SCDL), Pune)

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| ***PROFESSIONAL EXPERIENCE:*** |

I joined AIA Engineering Limited (“AIA”) on 10th September, 2015 and at present working as Assistant General Manager – Compliance.

Prior to AIA, I was with Elecon Engineering Company Limited, as Company Secretary from 5th May, 2008 to 31st August, 2015.

I had joined Adani Group in September 2000. I worked there from September 2000 to August, 2007. I was with Adani Enterprises Ltd., the flagship Company of Adani Group.

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| ***JOB PROFILE & EXPERIENCE :-*** |

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| ***SECRETARIAL COMPLIANCES : Companies Act, 1956 & 2013, Rules & Regulations*** |

* Drafting of Board Meeting Agenda, Minutes, making all arrangements for conducting Meetings of Board of Directors and various Committees, Annual General Meeting and Extra-ordinary General Meeting of the Company;
* Preparation of Notice, Directors’ Report, Corporate Governance Report and Management Discussion Analysis Report and Printing of Annual Report;
* Maintaining various Registers as required by the Companies Act, 2013, viz. register of Members, Directors, Directors’ Shareholdings, Charges, Investments, Contracts, Fixed Assets Register, Loans to companies under the same management;
* Work related to Foreign Acquisition, Amalgamation, Merger, Slump sale;
* Work relating to shifting of Registered Office from one state to another state, Dividend Distribution, Conducting Postal Ballot procedure;
* Drafting and vetting of various legal documents, agreements, MOU, Contracts, etc.

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| ***Listing Agreement & SEBI (LODR) Regulations 2015 :*** |

* Compliances with the provisions of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, SEBI Rules and Regulations including submission of Corporate Governance Report, Audited/Unaudited financial results and Shareholding Pattern, intimation of Board Meeting, Book Closure as well as other information on quarterly and annual basis;

* Secretarial Compliance under the Insider Trading Regulations and SEBI Takeover Code;
* Procedures relating to Conversion of FCCBs and its listing on various Stock Exchanges;
* Issue of CP/NCDs and obtained ISIN No. from the NSDL and its listing on Stock Exchange;
* Issue of Bonus Shares and obtaining listing and trading approval from Stock Exchangers;
* Issue of Shares pursuant to the Scheme of Arrangement and obtaining listing and trading approvals from Stock Exchangers;
* Preparing and filing various Forms and Returns with various stock exchanges like NSE & BSE;

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| ***FEMA & RBI Compliances (NBFC) :*** |

* Compliances relating to Foreign Subsidiaries i.e. ODI, APR, Annual Return, reporting of changes in its capital structure, closure of UIN, etc.

* Starting from registration of an NBFC to compliances relating to a Non-Deposit accepting NBFC Company including submission of Annual Return, Statutory Auditors’ Certificate, other details, etc. online.

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| ***Special Assignments :*** |

* Handled all the compliances under Companies Act, Competition Act, State Stamp Act, SEBI Rules, Regulations and SEBI Guidelines, Listing Agreement, FEMA Act, Rules & Regulations thereunder, relating to Business Restructuring starting from Board of Directors’ approval to Scheme of Arrangement to filing of certified copy of Court order with ROC, adjudication of stamp duty and issue of shares and listing and trading approval for the same.
* Incorporation of companies in Mauritius, UK, USA for acquisition purpose.

* Liaisoning with various banks for opening of accounts in Mauritius, UK, USA, Sweden, etc.
* Work relating to security perfection in different countries like UK, USA, Sweden, Netherland, Mauritius and India in respect to the finance availed for acquisition.
* Liaisoning with various legal counsels from UK, USA, Sweden, Netherland, Mauritius.

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| ***Banking :*** |

* Over all banking : Liaison with Banks for new facilities, renewal of LEI Code, application to RBI for extension of time for realization of export proceeds, setting up online banking system as per the management requirement, Stock Audit, etc.
* Looking after day to day banking related work including opening of LC, issuing BG including foreign LC/BG, etc.
* Looking after day to day payment for import of goods and services.
* Dealing with Banks for EDPMS & IDPMS related compliance.

* Preparing Consortium and other separate documents with various banks for various financial facilities.

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| ***Achievement :*** |

* Received award of ***Best Participant*** of 18th Residential SMTP at Belapur, Navi Mumbai

* Received award for ***Best Presentation on “Corporate Restructuring”*** at 18th Residential SMTP at Belapur, Navi Mumbai

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| ***Other Information :*** |

**Date of Birth** 28th February, 1975

**Marital Status** Married

**Known Languages** English, Hindi & Gujarati

**Work Experience** More than 21 Years

**Interests** Sports, Music & Event Management

**[Paresh Shukla]**