

RESUME

Name: Akash Nareshbhai Patel
(Company Secretary, B.com)
Email ID.: akashpj0000@gmail.com
Mobile No.: +917600233242
Membership No.: A68826

Experiences:-

Internship:

M/s Bunty Hudda & Associates for the period beginning from 12th March, 2020 to 12th March, 2022.

Post qualification experience:

Currently working as the Assistant Company Secretary in Raghuvir Synthetics Limited (Listed Entity) from 08th April, 2022.

Educational & Professional Qualifications: -

Completed Company Secretary professional exam in the year 2021
Completed B. Com in the year 2019 (Gujarat University)
Currently pursuing LLB (Gujarat University)
Completed H.S.C in the year 2016 (GSEB)
Completed S.S.C in the year 2014 (GSEB)

Work Exposure: -

- Regular listing compliances of Main Board listed company
- Handling of investor grievances of Listed Entity
- Due Diligence and ROC Search Report
- Increase in capital through right issue, private placement, preferential allotment
- Alteration of Memorandum & Articles of Association
- Maintenance of books, records, registers, etc. as required for the entities
- Supervision of secretarial compliances of companies (including its holding, subsidiary, joint venture and associate companies) and LLPs
- Preparation of Notices, Agenda and Minutes of Board and General Meetings
- Monitor changes to the relevant legislations and regulatory environment
- Annual filling of listed /public/ private /producer companies and LLPs
- Preparation, finalization and printing of Annual Report
- Incorporation of companies and LLPs
- Change the name of the Company and LLP
- Change the registered office of the Company within state
- Striking off Company and LLP
- Drafting and vetting of various agreements

Computer Literacy: -

- Proficiency in using MS Office (Word, Excel, Power Point)

Achievement:-

AIR 16th in CS Foundation

Characteristics: -

Good drafting skills, eager to update knowledge and Skills, Strive for perfection, Obedience to orders/instruction, Responsible, Disciplined and Punctual, flexible to work at any location

Career Objective: -

In the constantly changing world, Strive to update and sharpen my knowledge and skills on day to day basis.

To ensure that the Organization remains compliant to the laws applicable to the Organization.

Personal Details: -

Date & place of the birth: 05th November, 1998 in Ahmedabad

Languages Known: English, Hindi and Gujarati

Address: 32, Dayapark Society, CTM, Ahmedabad, Gujarat 380026

Marital Status: Unmarried

Family Background:

Father's Name: Nareshbhai Amratlal Patel

Father's Occupation: Drives Auto

Mother's Name: Sudhaben Nareshbahi Patel

Mother's Occupation: Homemaker

Declaration: -

I hereby declare that all the above-mentioned information is true and correct to the best of my knowledge and belief.

Akash Patel