

Chintan N. Amlani

Chandan – 419, Vasundhara Complex, Opp. M.E.M. School, Porbandar – 360575
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Seeking an opportunity to work in an industry where knowledge and creativity is recognized, encouraged and rewarded.

Summary of Qualification:

- Company Secretary (Application for Membership No. will be Done in April)
- Bachelor of Commerce
- Legus Baccalaureus (Pursuing)

Strengths:

- Interpretive, Communication & Drafting Skills
- Dedication and Punctuality
- Knowledge of the business subjects which are requisite in day to day corporate affairs
- Interpersonal skills, co-operative with the team members
- Sincerity, Integrity and Honesty

Educational Qualifications:

- Pursuing Legus Baccalaureus from I. M. Nanavati, Ahmedabad (Gujarat University)
- Company Secretary Professional Programme 419/800 (June, 2014)
- Company Secretary Executive Programme 349/700 (June, 2013)
- Company Secretary Foundation Programme 279/400 (June, 2012)
- Bachelor in Commerce from GLSIC, Ahmedabad (Gujarat University) 68.30%
- HSC from St. Mary's, Porbandar (Gujarat Board) 79.60%
- SSC from SEMS, Porbandar (Gujarat Board) 80.15%

Trainings Undertaking:

- **15 Months Internship at Sandip Sheth & Associates Practising Company Secretary.**
- 25 Hours Professional Development Programme.
- 8 Days SIP.

Tasks Undertaken:

- Incorporation of Companies under **Companies Act, 1956** as well as in **Companies Act, 2013** and all other matter incidental thereto.
- Incorporation and Conversion of LLP.
- Preparation of various register under Companies Act, 1956 and Companies Act, 2013.
- Preparation of Notice and Agenda of Board Meetings.

- Preparation of Notice and Agenda for General Meetings.
- Assisted in conducting Board Meeting and Annual General Meeting of the Company.
- Preparation of Compliance under section 383A of the Companies Act, 1956
- Handling Compliance of Group Companies Independently.
- Compliance of **Listing Agreement Under.**
- Compliance in matter of Creation and Satisfaction of Charges.
- **Drafting** of Resolutions, Minutes, Agreements and Reply Letters to Banks and Government authority.
- Allotment of shares under Companies Act, 2013.
- All other compliances in order to align with Companies Act, 2013.
- Procedures of Appointment of Directors and their resignations.
- Preparation of Scrutinizers report on E-voting.
- Preparation of E-voting Results.
- **X-brl Filing**

Sports Achievements:

- 3rd Rank in Inter School Shot Put
- Player in Winner Inter School Cricket Team
- 2nd in Inter School Relay Race

Other Skills:

- Well versed with MS Office
- XBRL
- Tally
- Other Technical things

Personal Details:

Name	Chintan Nareshkumar Amlani
Date of Birth	13 th March, 1994
Gender	Male
Languages Known	English, Hindi, Gujarati
Interest	Reading Books, Travelling, Chess, Social Services

References:

Available On Request