

Objective

Ambitious, career-focused job seeker, anxious to obtain an entry-level Company Secretary position to help launch career while achieving company goals.

Highly-motivated employee with desire to take on new challenges. Strong worth ethic, adaptability and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills.

Experience

- **Silver Touch Technologies Limited** **06/10/2021 - 06/01/2023**
COMPANY SECRETARY TRAINEE
Assisted coworkers and staff members with special tasks on daily basis.
 - Co-ordinating with top management personnel and reporting directly to the Directors including foreign directors, providing guidance to the senior management with regard to their duties, responsibilities and powers and assisting the Board in the formation of strategies and conducting of affairs of the company.
 - Convening Board Meetings, Committee and General Meetings, Preparation of Notice, Agenda and maintaining of Minutes of such meetings of the company as well it's subsidiaries.
 - Drafting and Vetting of AAssisted coworkers and staff members with special tasks on daily basis. Co-ordinating with top management personnel and reporting directly to the Directors including foreign directors, providing guidance to the senior management with regard to their duties, responsibilities and powers and assisting the Board in the formation of strategies and conducting of affairs of the company. Convening Board Meetings, Committee and General Meetings, Preparation of Notice, Agenda and maintaining of Minutes of such meetings of the comgreements.(Loan Agreements)
 - Independently Handling all the Secretarial Compliances including FEMA Laws of Listed Entity i.e. Quarterly, Half Yearly and Annually, APR's and FLA return respectively.
 - Maintenance of Statutory Registers as per the provisions of Companies Act,2013
 - Migration of SME Listed Company to the mainboard of National Stock Exchange and Bombay Stock Exchange.
 - Appointment and Resignation of Directors and KMP as per the provisions of Companies Act,2013
 - Co-ordinating with consultants, RTA and other agencies for smooth operations of the entity.

Education

- **St.Aloysius College** **19/05/2018**
Bachelor Of Commerce

Skill

- Verbal and Communication
- Professional and Courteous
- Confidentiality and Data Protection
- Microsoft office
- Fast Learner
- Problem Solving
- Highly Efficient and Productive

Language

- English
- Hindi
- Gujarati (Beginner)
- Sindhi

Personal Details

- Date of Birth : 15/05/1997
- Marital Status : Single
- Nationality : Indian

