

# **Shweta Sultania**

## **Contact Address**

C-411, Smarana Apartments,  
Bakeri City,  
Vejalpur,  
Ahmedabad- 380 051  
India.  
Mobile: 6354696944  
E-mail: [shwetasantania@yahoo.com](mailto:shwetasantania@yahoo.com)

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## **CAREER OBJECTIVE**

To gain experience in a challenging and professional environment and to work in an organization that impart new ideas and encourages working in a systematic manner.

## **ACADEMIC QUALIFICATION**

- Completed Secondary Examination (I.C.S.E) from Salt Lake School, Kolkata in 1995.
- Completed Higher Secondary Examination (I.S.C) from Salt Lake School, Kolkata in 1997.
- Completed Graduation B. Com (Hons) from Calcutta University in 2000.
- Completed Company Secretary from The Institute of Company Secretaries of India in 2007. (Membership No. ACS 22290)

## **WORK EXPERIENCE**

- Worked as Executive in the Secretarial Department with Wellesley Commercial Company Ltd., Kolkata for 1 year during the period from January 2003 to December 2003.
- Worked as Manager- Finance & Legal with Nakamichi Securities Ltd., Kolkata for 5 years 2 months during the period from January 2004 to February 2009.
- Worked as a Company Secretary with Polar Pharma India Ltd., Kolkata for 1 year 2 months during the period from March 2009 to April 2010.
- Worked as a Company Secretary with Shell & Pearl Ceramics Ltd., Ahmedabad for 2 years 1 month during the period from June 2010 to June 2012.
- Worked as Dy. Company Secretary (Sr. Manager level) with Sanghi Industries Limited, Ahmedabad (Listed with NSE and BSE) for 6 years during the period from July 2012 to June 2018.

- Worked as Company Secretary & Compliance Officer with Texel Industries Limited, Ahmedabad (Listed with BSE) for 3 years 9 months during the period from 1<sup>st</sup> October 2018 to 14<sup>th</sup> July 2022.
- Working as Company Secretary & Compliance Officer with Ashima Limited, Ahmedabad (Listed with NSE and BSE) since 15<sup>th</sup> July 2022.

### **JOB RESPONSIBILITIES**

- Company Law & related procedural matters of listed and unlisted companies.
- Preparing papers for Board Meetings, General Meetings and Committee Meetings.
- Organizing AGM, EGM, Board and Committee Meetings.
- Quarterly/ Half Yearly/ Annual/ Event based Compliances under SEBI (LODR) Regulations, 2015.
- Preparation of Minutes, Notice, Agenda, Director's Report, Annual Return, Annual Reports, Forms, Returns etc.
- Maintenance of various Statutory Registers under Companies Act, 2013.
- Handling Compliances related to FEMA Regulations/ RBI Guidelines.
- Filing of Financial Statements and other reports in XBRL mode.
- Acting as Grievance Redressal Officer of the company.
- Drafting and updating various policies as required under Companies Act, 2013, SEBI (LODR) Regulations, SEBI (PIT) Regulations etc.
- Handling compliances under SEBI (Takeover) Regulations, SEBI (PIT) Regulations, SEBI (ICDR) Regulations as may be required from time to time.
- Compliance with the requirements of Registrar of Companies and Ministry of Corporate Affairs and filing of various forms and returns with them.
- Coordination with Merchant Bankers, BRLM, Legal Counsel for Due Diligence and for issuing securities by way of Rights Issue, QIP, NCDs etc.
- Liaising with the office of Registrar of Companies (ROC), Stock Exchanges (NSE and BSE), Registrar & Share Transfer Agent (RTA), SEBI and other regulatory authorities as may be required from time to time.
- All other routine secretarial work as may be required from time to time.

### **EXTRA CURRICULARS**

- Certificate Course in Financial Accounting.
- Participated in the Issuers & Registrar & Transfer Agents training programme conducted by NSDL at Mumbai.

### **INTERESTS**

Reading.

### **PERSONAL DETAILS**

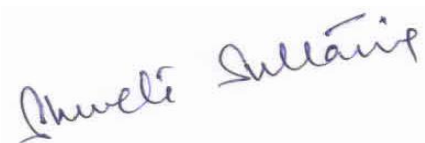
Father's Name	Mr. R R Sultania
Date of Birth	12 <sup>th</sup> August, 1977
Marital Status	Married
Nationality	Indian
Languages Known	English, Hindi, Gujarati and Bengali
Gender	Female

### **STATEMENT OF PURPOSE**

Possess an open and perceptive approach to life. Believe in dynamism, optimism, perseverance and hard work as the key tools for success.

### **Declaration:**

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



**Date : 28<sup>th</sup> November, 2022**

**Place : Ahmedabad**

**SHWETA SULTANIA**