

CURRICULUM VITAE

Anant Bharatbhai Bhatt

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Mem No.- 42909

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Objective

To contribute to the organization to the best of my ability, I am always willing to gain new experiences and knowledge which can help me to utilize the working opportunities in reputed and progressive organization, where I can enhance my professional skills and strengths with the firm's goal & objectives and face new challenges every day.

Professional Qualifications

EXAM	YEAR	PERCENTAGE	UNIVERSITY/ BOARD
CS FINAL	2014	51%	ICSI
CS EXECUTIVE	2013	57%	ICSI
B.COM	2012	51%	GUJARAT UNIVERSITY
12 TH	2009	75%	GSEB
10 TH	2007	67%	GSEB

Work Experience

Worked With - Prudent Broking Services Pvt Ltd from 1st November 2014 to To 31st October 2015, As - C.S. – Trainee

KEY DELIVERABLES

MCA Portal and Registers	Preparation, updating and maintenance of Statutory Registers, Filing of various e-forms on MCA portal.
Compliance under various provisions of the Act	Compliance with Companies Act, 1956, Preparation of Annual Reports of Public and Private Companies.
Meetings	Assisted in conducting of Board Meetings, preparation of Agenda and drafting of minutes of Board Meeting, Annual General Meeting.
Incorporation of company and partnership firm.	Incorporation of Private Limited Companies and Partnership firms, Change in Name and Alteration in objects of the Company.
Draft	Various Notices, Agenda and Minutes of Meeting of Board of Directors and AGM MOU and Deeds Resolutions of the Companies
Other	Service Tax Registration, Trademark Registration

Computer proficiency

- Well acquainted with basic computer operations.
- Conversant with MS – Office.

Competencies

- Ability to accept the challenges.
- Willingness to work in groups and ability to lead group activities.
- Good communication skills.
- Hardworking and dedicated towards work.
- Fast learner & adapt well to changes.

Personal Details

Name : Anant Bhatt

Date of Birth : 27th, June 1992

Marital status : Single

Languages Known : Gujarati, Hindi & English

Address (Permanent) : 669, Indiranagar – 2, Lambha,
Tal. Dascroi, Ahmedabad –
382405

I declare that the above information is true to the best of my knowledge.

(Anant Bhatt)