



CS AMISH KUMAR SHAH

ACS | LL.M. | LL.B. | B.COM.

OBJECTIVE

Secure a position as a Company secretary in an organization where I continue and establish professional environment of compliance.

EXPERIENCE : 15+ YEARS

SR. MANAGER COMPANY AFFAIRES, LEGAL AND INSURANCE **[SINCE AUGUST, 2018]**

Meghmani Organics Limited, [Listed on BSE, NSE & SGX] a flagship Company of Meghmani Group having turnover of more than Rs. 2200 Crs. The Company is leading manufacturer of Agro chemicals and Pigment.

GROUP COMPANY SECRETARY **[JANUARY, 2015 TO JULY 2018]**

Regal Shipping Limited, a flagship Company of Regal Group, Gandhinagar. The group having one listed [LISTED ON BSE & NSE] three closely held and nine Private Ltd, companies and have overall turnover of more than 400 Crs.

COMPANY SECRETARY **[AUGUST, 2014 TO DECEMBER 2014]**

Astral Polytech Limited, [LISTED ON BSE & NSE] a leading plastic pipes fitting and plumbing adhesive manufacturer Company, have turnover of more than 1100 Crs.



EMAIL

amishshahcs@yahoo.co.in



TELEPHONE

91 9924035128

SKILLS

Multitasking skills.

Experience of handling multiple portfolio of organization like secretarial, legal, regulatory and Insurance matters.

Flexible and practical approach to work.

Time management.

Experience of work with manufacturing and service sector industries.

COMPANY SECRETARY AND MANAGER LEGAL & INSURANCE

[July 2008 to July 2014]

Aarvee Denims And Exports Limited, [LISTED ON BSE, NSE] a leading Denim and denim garment manufacturer Company have turnover of Rs. 800 Crs.

ASST. COMPANY SECRETARY [MAY 2007 TO JUNE 2008]

Gokul Refoiles and Solvents Limited [LISTED ON BSE, NSE] a leading edible oil manufacturer.

Company Secretary of Gujarat Gokul Power Limited, a joint venture Company of Gokul Refoiles and Solvents Limited and Gujarat Industrial Development Corporation (GIDC).

COMPANY SECRETARY [SEPTEMBER 2005 TO APRIL 2007]

Bhagwati Autocast Limited, [LISTED ON BSE] a flagship company of Bhagwati Group, have turnover of Rs. 90 Crs.

PROFESSIONAL EXPERIANCE

- Managing & handling Group Secretarial, legal, regulatory, compliance and insurance issues.
- Group Corporate law compliances.
- Drafting minutes & agenda of the Board & committee meetings.
- Convening and conducting Board, Committee and Members meeting.
- Drafting various policies under the Companies Act, 2013 & SEBI (LODR) 2015.



EMAIL

amishshahcs@yahoo.co.in



TELEPHONE

91 9924035128

LANGUAGE KNOWN

- Hindi
- English &
- Gujarati

- Merger, de-merger of listed Companies.
- Initial Public Offer (IPO), Preferential Issues, Right & Bonus and buy back of securities, Qualified Institutional Placement (QIP)
- Due diligence, takeover Code, Listing & ROC Compliances.
- **FEMA COMPLIANCE** of External Commercial Borrowing (ECB), Compounding of offence under FEMA.
- **LEGAL MATTERS:** Drafting & execution of Lease, leave and license, rent, warehouse agreement, affidavit, declaration, undertaking, non-disclosure agreement. Trademark related matters.
- Vetting of legal documents, bank consortium documents, reply of legal notice to the parties and Advocates.
- Handling & representing in Court, Section 138 of Negotiable Instruments Act (Cheque dishonor) matters. Co-ordinate in legal matters with advocates in legal matters.
- Handled insolvency and bankruptcy code 2016, issues.
- **Insurance Matters:** Selection of suitable insurance policy, renewal of policies, co-ordinate with insurance brokers and surveyors for availing of proper insurance policy and settlement of insurance claim.



EMAIL

amishshahcs@yahoo.co.in



TELEPHONE

91 9924035128

CONTACTS

Residence address

B/13, Amizara
Appartments,
Opp. Satva Flats,
Narayannagar Road,
Shantivan, Paldi,
AHMEDABAD- 380 007.
GUJARAT

M: 9924035128

E-mail:

amishshahcs@yahoo.co.in

EDUCATION

Graduate

B.com. from Mahrishi Dayanand Saraswati University,
Ajmer Rajasthan [1996].

Professional Qualification

ACS from Institute of Company Secretaries of India, New
Delhi [2006]

LL.M. from Gujarat University, Ahmedabad [2004]

LL.B (professional) from Gujarat University, Ahmedabad
[2001]

Licentiate from Insurance Institution of India, Mumbai
[2012]

PROFESSIONAL TRAINING

15-month CS Management training with The Ahmedabad
Stock Exchange Limited, Ahmedabad [March 2004-
August 2005].

15 days Secretarial and Management training programme
from Center for Corporate Research & Training, Navi
Mumbai.

PERSONAL

Date of birth : 2nd April, 1976.

Marital Status : Married



EMAIL

amishshahcs@yahoo.co.in



TELEPHONE

91 9924035128