

PAHWA ASHNA H

(B.com, CS, LLB)

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Address: 44-Ishan Bungalows, New C G Road, Chandkheda, Ahmedabad-382424

Career Objective :

To be effectively utilized for targeted goals of the Organization, get a skilled oriented challengeable position in professionally managed Organization. I look forward to associate myself with an organization to utilize my management, technical and problem solving skills. I aspire to have a challenging and a rewarding career.

Core Competencies :

- Analytical and problem solving skill
- Good communication skill
- Very good team member
- Dynamic in adapting work culture
- Like to initiate new assignment

Educational Background:

LLB(2018)	Gujarat University	57.30%
CS(Feb 2018)	ICSI	50.00%
Bcom(April 2014)	Gujarat University	58.30%
CPT(July 2011)	ICAI	114 marks
HSC(March 2011)	Gujarat Board	76.4%
SSC(March 2009)	Gujarat Board	72.15%

Computer Proficiency :

Working knowledge of MS Excel, Word and Power Point

Professional Experience

Name of Organization: Rushil Décor Limited, Ahmedabad

Duration: July, 2016 to September, 2017

Post: Management Trainee & Administration & liasioning with SEs and Stakeholders

Rushil Decor Limited is a BSE & NSE listed Company.

It is engaged in the business of laminated sheets and other allied items, and medium density fiber board. The Company's segments include Decorative Laminated Sheets, Particle Board and Medium Density Fiber Board. Its brands include VIR Laminate, Signor and VIR MDF.

Work Assigned:

- Filing of Annual Returns & Balance sheet in XBRL format with MCA
- Critical analysis of Companies Act, 2013 & rules thereto

- Presentation on Company for Institutional Investors
- Directors Report, Compliance Certificate, Annual Return
- Various compliance reports to Stock Exchange & SEBI under LODR Regulations
- Maintained the minute books and various other statutory registers of companies
- Prepared and filed various e-forms as per requirement under the company law
- Handled matters relating to creation and satisfaction of charges
- Preparing notice & agenda & other required documents for Board Meeting& various Committee Meetings and General Meeting
- Holding the Board Meeting and General Meetings
- Various other routine work under Companies Act, 2013 & SEBI LODR Regulations.

Project: Preferential Allotment – Issue of Equity Shares on Preferential basis

ROC Training (15 Days) Mumbai:
(22.05.2018 to 08.06.2018)

- Broad and General background of the office working
- Striking Off Companies
- Corporate Governance related work
- Forms checking

Name of the Organization: Mevada & Co., Ahmedabad

Post: Company Secretary

Duration: 19th April, 2022 & Present

Work Assigned:

- Entity Formation
- Increase in Authorized Share Capital
- Board Meetings
- AGM Conducting
- Increase in share Capital
- Annual Compliances
- Event Based Compliances

Personal details:

DOB: 8th July, 94

Languages Known: Hindi, English, Gujarati

Key area of Interest: Secretarial work, Company law, Corporate Governance