

BHOOMIKA RAHUL SHARMA

B - 22, Aashna 2, Chief Justice Bunglow's Lane, Bodakdev, Ahmedabad-380054

☎: India- +91-9099050424 ✉: bhoomikarsharma@gmail.com

Seeking challenging assignments in secretarial affairs/operations and contributing in the growth of organization.

SYNOPSIS

- ☞ A Company Secretary with competent skills and knowledge having an overall experience of Five years in Secretarial Department.
- ☞ Started with **Kloeckner Desma Machinery Pvt. Ltd.** as **Assistant - Secretarial Matters**. Also looked after the secretarial affairs of Mamata Group – A cluster of 11 Companies with a total turnover of more than Rs. 500 crores.
- ☞ Associated with a Public Sector Company in Gandhinagar (Gujarat). Dealt with several assignments and accomplished the compliance as per Companies Act, 2013.
- ☞ Currently associated with Macquarie Asia Infrastructure Fund's Investee Renewable Platform as a Head Company Secretary looking after cluster of 21 Companies.
- ☞ Team player with strong negotiation and interpersonal skills, coupled with an analytical mind.

ACADEME

- ☞ Company Secretary, Institute of Company Secretaries of India (ACS – 24465)
- ☞ B. Com from Gujarat University, Ahmedabad (2002).

INDUSTRIAL EXPOSURE

Since August, 2017 till date

STRIDE CLIMATE INVESTMENTS

(Renewable SBU of Macquarie Group)

AS COMPANY SECRETARY (KMP)

Stride Climate Investments is the renewable energy platform of Macquarie's Infrastructure Fund in India having its corporate office in Ahmedabad. There is a cluster of 21 SPVs having solar power projects across India. The key responsibilities are handling day to day secretarial affairs and compliance of various Acts as applicable to the Company, due diligence for acquisition, efficiently involved and completed the securitization as per the financing documents, RBI/FEMA compliances viz SMF, FC GPR, FC TRS, FLAIR, AD NoC for Pledge of Securities, getting Annexure W and PMR's effective, negotiating terms of agreements and contracts of routine nature, compliance with ACRA for charge related filing, closely working on compliances of Holding Company in relation to the investments made in Stride platform and also assisting in other Macquarie Associates for RBI related matters. The Company has

several internal controls and SoPs laid down apart from statutory guidelines and enactments which are to be adhered to.

Assignments taken up

- Secretarial Compliance, handling routine and general legal matters;
- Successfully shifted registered office for 21 SPVs out of which 17 SPVs were from one state to another;
- Assisted in the Capital Reduction Petitions filed with NCLT Ahmedabad Bench were successfully received order for 2 Companies;
- Obtaining AD NoC and keeping and update upon change in lenders
- Getting the financing documents executed in India and also from Singapore.
- Negotiating and appointing the Foreign Legal Counsel and obtaining opinions as required by the Lenders.
- Contributed in acquisition of 7 SPVs starting from due diligence to successful HoTo
- Managed compliances for infusion of foreign contribution by way of Equity, Debentures, etc.
- Handling the entire portfolios security in dematerialized form and closely monitoring updation of NSDL records with related to the securities.
- Contributing in encouraging transparent working and implementation of several measures for better governance and reporting.
- Made a preferential Allotment.

Payment of Consolidated

Since February, 2015 till August, 2017

**BHAVNAGAR ENERGY COMPANY LIMITED
AS COMPANY SECRETARY (KMP)**

The Company is a joint venture of seven promoter Companies of State Government. The key responsibilities are handling day to day secretarial affairs and compliance of various Acts as applicable to the Company. The Company has to follow the guidelines of Government of Gujarat.

Assignments taken up

- Made a preferential Allotment.
- Payment of Consolidated Stamp Duty – Issue of Shares in Demat form.
- Compliance Related Filing as per Companies Act, 2013
- Corresponding with the Energy and Petroleum Department for various approvals, permissions and nominations.
- Convening and Participating in the Board/ Committee and General Body Meetings of the Company.
- Applying and co ordinating with Government of Gujarat for various permissions and approvals pertaining to revised cost overrun and increase in Project Cost.

Since March, 2014 till Jan, 2015:

Associated with Brajesh R. Agrawal.
Practising Company Secretary

Assignments taken up (Companies Act, 2013):

- Incorporation of a Private Company as per Companies Act, 2013.
- Compliance related filing as per new act viz; Annual Filing, Appointment of Auditors, Filing of Board Resolutions, etc with MCA
- Allotment – Preferential & Rights,
- Charge Registration, Condonation of Delay in Registration of Charge,
- Shifting of Registered office.
- Statement regarding deposits on the commencement of the Act.

Since July 2010 till Feb 2012

M. P. Oil Extraction Pvt. Ltd.

Key Responsibilities :

- **Regular Secretarial Affairs :**
 - Preparing the Agenda and Draft Minutes of Board Meeting and General Body Meetings.
 - Filing e-forms with Ministry of Corporate Affairs
 - Registering the Charges
 - Preparing and Maintaining Statutory Registers
- **Assisting in Cash management and maintaining the stock and Raw Material records.**
- **Accounts preparation and co-ordinating with Auditors for finalisation.**

Since Jan 2008 till June 2010:

Kloekner Desma Machinery Private Limited – Assistant Secretarial Matters

Key Responsibilities:

- **Regular Secretarial Affairs :**
 - Preparing the Agenda and Draft Minutes of Board Meeting and General Body Meetings.
 - Filing e-forms with Ministry of Corporate Affairs
 - Registering the Charges
 - Preparing and Maintaining Statutory Registers
 - Obtaining DIN (Indian & Foreign Nationals)
 - Reporting to RBI –FC –GPR, Annexure II, etc
- **Independent charge for Secretarial functions of the entire group having multiple foreign collaborations**
- **Assisting in preparation of various legal documents like POAs, affidavits, petitions, Agreements, JVAs, Supplementary Agreements, Shares Purchase Agreements, deeds of pledge and other commercial papers required for business transactions.**
- **Dealing with RBI & Authorised Dealers for Inward Remittance.**

ACHIEVEMENTS:

- Dealt with Compounding Authorities (RBI) for violation of FEMA Rules.
- File Entrepreneurs memorandum with District Industries Centre under MSMED Act
- Payment of Consolidated Stamp Duty – Issue of Physical Shares Certificate.
- Worked on Central Government's Approval U/s 297 (1) of the Companies Act

From Nov 2006 to Mar 2007:

ADFC Limited (A wholly owned Subsidiary of HDFC Bank Ltd.) As a Jr. Officer – Phone Banking

Key Responsibilities:

- **Customer Query Solving.**
- **Account Related Information and System Awareness (Alternate Banking Channels)**
- **Taking Demand Draft and Fixed Deposit requests over telephone.**
- **Assisting in Tele Fund Transfer and Bill Payments, Cheque Book Request.**
- **Lodging and resolving complaints.**
- **Customer Service and Complaint Resolution.**
- **Promoting Alternate Banking Channels viz; Phone banking (IVR), Internet Banking, Mobile Banking.**

PERSONAL VITA

Date of Birth	: 29-03-1981
Languages	: English, Hindi & Gujarati
Nationality	: Indian
Religion	: Hindu
Marital Status	: Married (Husbands Name : Rahul Sharma)
Passport Status	: Available
Reference	: Available on Request

Bhoomika Sharma