

NIDHI DEVESH BHATT

18,Vikas tenements,
Jivraj Park,
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Date of Birth: 6th April, 1988

Status: Married.

COMPANY SECRETARY & LEGAL PROFESSIONAL

Seeking an assignment in Legal / Company secretarial domains with prestigious organizations.

PROFILE

- Exploring New Companies Act,2013 as a **Company Secretary& Compliance Officer** in **Gyscoal Alloys Limited**, a listed company with BSE & NSE.
 - Previously worked as Company Secretary in **MAS Rural Housing & Mortgage Finance Limited**.
 - Qualified **Company Secretary & LLB professional** spearheading as **Compliance Officer** in **Deep Capital Services Pvt. Ltd.**
 - **Management Trainee - Company Secretarial Department** with **M/s Rajesh Parekh & Co., Practicing Company Secretaries.**
 - Sound knowledge of compliances under **Companies Act, activities related to Registrar of Companies/ Ministry of Corporate Affairs**, thorough understanding of various **Corporate and Economic Laws and Corporate Governance Norms etc.**
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PROFESSIONAL EXPERIENCE

Worked as a Company Secretary & Compliance Officer at Gyscoal Alloys Limited, a company listed with BSE, NSE
April 2015- July,2015

- Handling all compliances with respect BSE & NSE
- Looking after compliance with respect to Insider Trading & SEBI regulation.
- Handling RBI compliances with respect to foreign company
- Looking after compliances under Companies Act, 2013 like equity share allotment, Increase in authorised capital, appoint of Statutory Auditor, dividend payment, alteration of article of association etc.

Worked as a Company Secretary in MAS Rural Housing & Mortgage Finance Limited (Housing Finance Company).
March 2014 – March 2015

- Drafting and preparing various agreements for MFIs, SMEs, and Housing Finance Companies and co-ordinating with various legal practitioner and professionals.
- Co-ordinating with Bank Authorities for charge creation.
- Handled and monitoring the compliance under NHB along with handling NHB inspection.

- Handled Associate companies of the company.
- Preparing Notice, Agenda, Directors' Report, Search Report, Annual Return, Minutes of Board Meeting, Extra-ordinary General Meeting, Annual General Meeting, Committee meetings as per Companies Act, 1956 and 2013.
- Preparing various registers under Companies Act, 1956 and 2013.
- Handle Equity share allotment, Increase in authorised capital, appoint of Statutory Auditor, dividend payment, alteration of article of association etc as per Companies act, 2013.
- Handled transfer and transmission of shares.
- Filing various e-forms with Registrar of Companies.
- Other statutory compliance under Companies Act, 2013.

Worked as PCS (Practicing Company Secretary) from September, 2012 to March, 2014

- Handled all private and public company compliance.
- Handled Central government filing for delay in charge filing.
- Deal with various compliance under LLP.
- Handled Easy exit Scheme for Striking off the company.
- Assisted in compliance of Listed companies.

Worked in NBFC Pvt. Co. (Deep capital services pvt ltd.) from Jan-2012 to July-2012.

- Handled and monitoring the compliance under RBI
- Preparing Notice, Agenda, Directors' Report, Search Report, Annual Return, Minutes of Board Meeting, Extra-ordinary General Meeting, Annual General Meeting, Committee meetings as per Companies Act, 1956.
- Handled associate companies.
- Assisted directors in real estate agreements.
- Statutory compliance under Companies Act, 1956 and RBI.

M/S RAJESH PAREKH & COMPANY
Management Trainee-Secretarial

April 2010 – July 2011

- Handled compliance to various clauses/provisions of Listing Agreement, filling and filing ROC forms and returns, maintaining statutory books, registers, records under Companies Act, 1956
- Filing Various Forms through MCA-21 Portal.
- Assisted in conduct of Board Meetings and Annual General Meeting
- Prepare necessary forms for availing DIN after getting necessary information and filing of various DIN forms etc.
- Efficiently interfaced with government authorities & statutory bodies including Advocates, Solicitors, Registrar & Share Transfer Agents and Stock Exchanges to ensure smooth execution of company's matters.
- Possess sound knowledge of Formation of LLP and Conversion of Company into LLP along with the preparation of necessary documents for striking off the company u/s 560 including Easy Exit Scheme, 2010 and 2011 recently.

- Adept at managing various secretarial functions viz. incorporation of companies, filing all the statutory forms and returns, preparing various resolutions and drafting notices and minutes as required under the Companies Act, 1956
- Handled the whole gamut of functions pertaining to Secretarial and Statutory Compliance.

EDUCATIONAL & PROFESSIONAL CREDENTIALS

Company Secretary 2011; 50% (Cleared Throughout)

Institute of Company Secretaries, Ahmedabad

L.L.B, 2011; 58%

Sri. L.A. Shah Law College, affiliated to Gujarat University, Ahmedabad

B.Com, 2009; 70%

H.L. College of Commerce, Ahmedabad

XII, 2006; 90% (School Topper)

Diwan Ballubhai Secondary & Higher Secondary School, Kankaria

X 2004; 85%

Diwan Ballubhai Secondary & Higher Secondary School, Kankaria

Certifications:

- Business English Certificate from **University of Cambridge**.
- ESOL – English for Speakers of Other Languages from **University of Cambridge**.
- Reiki Therapist.

Technical Skills:

Windows, MS Office, Industrial Accountant Plus, Tally and Internet Applications.

Language Proficiency: English, Hindi & Gujarati

References: Available on Request