

RANVEER SINGH

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Chandkheda, Ahmedabad Gujarat-382470.

❖ ACADEMIC QUALIFICATIONS

Master of Law (LL. M) from Sir LA Shah Law College, Ahmedabad. 2016

Fellow Member of The Institute of Company Secretaries of India (ICSI). 2015

Bachelor of Law (LL. B) from DT Law College, Ahmedabad. 2013

Master of Commerce (M. Com) form JG College of Commerce, Ahmedabad. 2009

Bachelor of Commerce (B.com) CC Sheth College of Commerce, Ahmedabad. 2007

❖ CARRIER OBJECTIVE

I wish to join a Company that offer me a positive, stable, and constructive workplace with unlike professional challenges that inspires me for the melioration of all key stakeholders.

❖ CORE COMPETENCIES

- Advising Companies on Compliance of Legal and Procedural aspects, particularly under various Corporate Laws, FEMA, Environmental laws, Commercial law, Labour and Industrial laws, Insurance, Consumer Laws, Joint Ventures and Collaborations, Mergers, Amalgamations and Strategic Alliances.
- Representing Companies before Reserve Bank of India, Regional Directorate, Registrar of Companies, DGFT and other judicial and *quasi*-judicial authorities.
- Filing, registering any document including forms, returns and applications on behalf of the Company and acting as custodian of Statutory records, registers & registration of charges, status, and search reports.
- Calling, convening, arranging and co-ordinating Board and General Meeting and follow-up actions thereof.
- Expertise in all work relating to incorporation of different categories of companies like NBFC, One Person Company, LLP's Government, Private, Public Company etc.
- Structuring, drafting & inspecting the legal documents, finalising terms & conditions of contracts, settlement agreements, performing analysis to ensure that contracts are within negotiated and agreed-upon parameters.
- Ability and experience of working in different cultures and countries successfully as Team Builder with good networking and communication skill.
- Resourceful in mediating with State & Central Government Departments, Banks, Financial Institutions, and Regulatory Authorities for obtaining necessary sanctions / approval and ensuring compliance with various statutory obligations.
- Specialist in Contract management/development, researching, negotiating the terms, and preparing the final document. Also having quality of teamwork either inhouse legal team or with external legal counsel to evaluate bids and draft documents.
- Carrying out research on specific legal subjects to help business on interpretation and implementation of a given provision law.

❖ CURRENT PROFESSIONAL EXPERIENCE

Citelum India Private Limited {(EDF Group) World's largest producer of electricity, France}
Tenure of service January 2018 –Till Now

Designation – Company Secretary, Legal & Insurance Head

Key Highlights –

- Overseeing corporate secretarial work, including periodic and ad hoc organizing of Board of Directors and Shareholders' meetings, reviewing, and drafting minutes, and engaging with outside counsel to ensure full compliance with the Companies Act as well as Company standard policies and practices.
- Support HR in recruitment and labour matters, including compliance with Company Code of Business Conduct and Ethics policy.
- Conversion of External Commercial Borrowing (ECB) into Equity Shares, obtaining approval for the allotment of shares within prescribed period, representing and filing of returns with RBI & FEMA act.

- Licences/Approvals including under Shops and Establishment, IEC, MSME, Electrical & Labour License
- Drafting, vetting, reviewing various Commercial agreement with vendor due diligence.
- Liaison with external Lawyer of the Company on litigation and non-litigation matters.
- Disseminating relevant regulatory updates periodically. Also circulating flash updates whenever there is amendment in existing regulations and a new regulation is introduced. This involves interacting with Process Owners for understanding implication of the changes and including the same in the updates.
- Handling all Insurances related work to minimise or mitigate the level of risk on various Projects, Health policy of Company employees liaise & negotiating with Insurance Broker & Companies.
- Organising & leading various CSR activity event for Good Corporate Governance.
- Representing Company before Indo-French Chamber of Commerce (IFCCI) at various events.
- Conducting effective training sessions at units for apprising the people with Compliance Process and its importance. This also involves seeking their feedback and suggestions for improvement in the process.
- Due Diligence of the vendors, contracting partners firm & Private Company.
- Active member of various top Management Committee of the Company.

❖ PREVIOUS PROFESSIONAL EXPERIENCE

Chartered Speed Limited (Public & Private Transport Services) **Tenure of Service June 2016 to January 2018**

Designation: Group Company Secretary & Legal
Key Highlights –

- Ensuring compliances of nine group companies for Inter-corporate Loans and Investments, Charge Registration, annual Filing, and other Secretarial Compliances as per Companies Act 2013.,
- Compliances for the change of Directors / Auditors, Disclosure of Interest of Directors, Transfer of Shares, Incorporation of Companies and De-function of Companies.,
- Negotiating, Drafting, Vetting, Finalization, Execution, Obligation Management, Amendment, Audit and Renewal of various Agreements, Contracts (Distributor Agreement, Service Contract, Consultancy Contract, Non-Discloser Agreements etc.).
- Formulation and drafting of internal Policies and Code of Conduct of Company.
- Review of various Agreements, Contracts, and other Legal Documents, show cause notice reply including the Current one in force and already executed to ensure the compliance and management.
- Representation before Department of Telecommunication (DOT) Gujarat for call centre license.
- Handle e-tendering activity, documentation, uploading tender and communication independently with different state Government Authority.
- Representations before Intellectual Trademark Authority, Ahmedabad.
- Acting as management representative to obtain ISO certification & Trademark Certificate.
- Handle activity of Import-Export Documentation and Liaise with Customs Authorities for clearance.
- Vetting of Bank Guarantee Agreements and other charge/mortgage documents.

❖ PREVIOUS WORK EXPERIENCE

Shreyas Petroleum Additives Limited (Industrial Chemical Co.) **Tenure of Service February 2014 to March 2016**

Designation: Manager- Secretarial & Legal
Key Highlights –

- Handle Secretarial activity under Companies Act 1956 & 2013
- Import Export documentation and liaising with Custom and Excise Department.
- Training & Support to sales and accounts department to develop interpersonal Skills.
- Distribution and dealer agreement management, including drafting amendments and termination.
- Drafting Power of Attorney, Affidavit, and other legal documents.
- Negotiation with banks on foreign exchange rate.
- Co-ordinating with CA firm for filing statutory form and submission to bank on foreign remittance.
- Handle Income Tax matter filling various return, TDS, Custom Excise compliances.
- Negotiation with Custom House Agents (CHA) and liaison to ensure the compliance for export and after export compliances.

❖ PREVIOUS WORK EXPERIENCE

Dave Nagar & Associates (Practising Company Secretaries & Law firm) **Tenure of Service August 2012 to October 2013**

Designation: Assistant Company Secretary

Key Highlights –

- Handled Secretarial work of different nature Companies.
- Assisting Company Secretary for daily work Compliance, maintaining and preparing statutory records like minutes books, statutory register as per Companies Act 1956.
- Assisting for filling various application legal non legal before CLB tribunals and lower court.
- Incorporation of LLP, Partnership Firm & Private Limited Companies.
- Preparing and execution of share transfer and issuing share certificate & share purchase agreement to the client company.
- Prepared Secretarial Audit report of companies.
- Filling application of trademark preparation of oppositions reply, suits and coordinating with the lawyers for the same.
- Drafting Power of Attorney, Affidavit, and other legal and service documents.

❖ PREVIOUS WORK EXPERIENCE

Arvind Gaudana & Co. (Practising Company Secretaries & Law firm) **Tenure of Service March 2011 to July 2012**

Designation: Company Secretary Trainee

Key Highlights –

- Learn practical knowledge of Company law, SEBI, Labour law and other General and commercial law pertaining to different nature Company.
- Drafting minutes, annual return, director reports, notices, rent agreement, NDA etc.
- Filling DIN application for various client Companies.
- Attending various board meeting, AGM & EGM for client Companies.
- Preparing & filling various e-forms and maintaining statutory records of client companies.
- Learned and exposer of Government companies NGO's and Society Registration.
- Incorporation of various Companies Private, Public, Government & Non-Government Company.
- Handled matters relating to compliance of listing agreements by Listed companies.
- Took search and prepared search reports for companies on matters such as charges and other documents filed by the company.
- Striking off the defunct and non-active government, Private and public Company.

❖ KEY STRENGTH AND ABILITY

- To accept and carry out new and challengeable assignments in an efficient manner.
- Possessing strong willingness to learn new things.
- Good grasping and analytical power and perfection in work.

❖ PERSONAL DETAILS

Date of Birth	:	30 th October 1985
Birthplace	:	Ahmedabad
Languages Known	:	English, Hindi, Gujarati.
Marital Status	:	Married
Reference	:	On request