

Email : [suyaninikita@gmail.com](mailto:suyaninikita@gmail.com)

Contact No: 8980855564

## **Curriculum Vitae**

### **❖ Career Objective:**

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To carve out a niche for myself in the corporate world as a Company Secretary in an organization of repute where i can prove my abilities and talent and to work in the Secretarial, legal and other related operation and to contribute towards organizational and personal growth.

### **❖ Professional/ Academic Qualification:**

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- **Institute of Company Secretaries of India (ICSI)**
  - CS Professional in June 2017
- **R. J. Tibrewal Commerce College, Ahmedabad**
  - B.com in June 2015
- **Maneklal Nanavati Law College, Ahmedabad**
  - L.L.B in June 2018

### **❖ Internship:**

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**August, 2017 to July, 2018**

**Ahmedabad**

**TAPAN SHAH & ASSOCIATES, (Practising Company Secretary)**

-As a Intern- Company Secretary

### **❖ Work Experience:**

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➤ **August, 2018 to December, 2019**

**Ahmedabad**

**GOBLIN INDIA LIMITED (SME Listed with BSE)**

-As a Company Secretary

➤ **December, 2019 to February, 2021**

**Ahmedabad**

**Shilpi Thapar & Associates (Practising Company Secretary)**

-As a Secretarial Associate

➤ **March, 2021 to till now**

**Ahmedabad**

**PLASTENE INDIA LIMITED (Plastene Group)**

-As a Company Secretary

### **❖ Assignments Handled:**

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- ✓ IPO related work
- ✓ Right Issue of Listed Company
- ✓ Handled Process of ESOP Listed Company
- ✓ Handled Procedure to acquire company through NCLT under IBC, 2016.

- ✓ Conducted Board and Committee Meetings
- ✓ Handling grievances of Investors
- ✓ Vetting of various Legal Documents including Share Purchase Agreement
- ✓ Re-classification of Promoters
- ✓ Handled Change of Name and Change of Registered office of the Listed – Unlisted Companies.
- ✓ Preparation & filing of various Compliance related forms and documents in the matter of Company law.
- ✓ Preparation & filing of Annual Accounts & Annual Returns of Listed-Unlisted Companies and LLPs.
- ✓ Preparation of Due-Diligence Report, Search Report, Compliance Certificate, Secretarial Compliance Report.
- ✓ Preparation & filing of documents in relation to Increase in Authorized share capital and change in object clause.
- ✓ Incorporation of Companies.
- ✓ Handling of regular Secretarial work which inter alia includes maintaining statutory books, i.e. registers of members, directors and KMPs etc., preparation of minutes, agenda of board meeting , drafting resolutions, share transfers under Companies Act, 2013.
- ✓ Preparation & filing of documents related to Private Placement, Right Issue and Bonus Issue.
- ✓ Documentation for Registration, Modification and Satisfaction of charges of Companies.
- ✓ Preparation of Foreign Liabilities and Assets Annual Return (FLA Return).
- ✓ Liaison with Merchant Banker, ROC/ MCA, NSDL, RTA, Banks etc for ensuring statutory compliance of the company.

#### **Audit:**

- ✓ Secretarial Audit of Listed and public Companies & Depository Participants (NSDL and CDSL) Audit.
- ✓ Depository Participant Concurrent and Internal audit for account opening forms, Delivery Instructions slip, requisition slips and account closure.

#### **SEBI Compliances:**

- Disclosures under SEBI (Substantial Acquisition of shares and takeover) Regulations, 2011 and SEBI (Prohibition of Insider Trading) Regulations, 1992 for transmission of shares.
- Quarterly and half yearly Compliances of Listed Companies done as per SEBI (Listing Obligations and Disclosures Requirements) Regulations, 2015.

#### **❖ Personal Details:**

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**Address** : 602, 6<sup>th</sup> Floor, Ganesh Complex, Navrang Circle, Navrangpura, Ahmedabad-380009

**Date of Birth** : 2<sup>nd</sup> December, 1994

**Language Known:** Gujarati, English, Hindi

**Area of Interest** : Reading books, Travelling, Music

#### **❖ Declaration:**

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I hereby declare that the information provided by me above is true to the best of my knowledge and belief.

**Place:** Ahmedabad