

PATEL SUMITKUMAR SHANTIBHAI

23, Dharmnandan Society, Nikol, Ahmedabad

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OBJECTIVE

Seeking for an excellent opportunity to work in an organization where my knowledge of Secretarial & legal and finance, administration and etc. can enhance my progress and growth with interest of company.

PROFFESIONAL EXPERIENCE:

**1) CATALYST TRUSTEESHIP LIMITED - MANAGER (GUJARAT)
(FROM AUG-2021 ONWARDS)**

- Assisting & co-ordinating for drafting, review and various agreements relating to following Trusteeship -
 - a) Security Trustee
 - b) Alternative Investment Funds Trustee
 - c) Debenture Trustee
 - d) Escrow Account Services
- Assisting & co-ordinating for communication with various client relating to trustee ship services,
- Assisting for liaising work with government organisation,
- Assisting & co-ordinating for compliances for GIFT City rules & regulations,
- Conducting of meetings with various client regards to trusteeship services.

**2) DHOLERA INDUSTRIAL CITY DEVELOPMENT LIMITED - ASSOCIATE (SECRETARIAL)
(Government Undertaking) on Contractual Basis (FROM JAN-2021 TO MAY-2021)**

- Assisting for drafting, review and maintaining of Secretarial data & records,
- Drafting of various agreements & contracts,
- Drafting of various corporate policies,
- Assisting for review and verification of tender documents,
- Assisting for preparation of Budget and Annual Reports,
- Assisting for MSME compliances,
- Assisting for compliances for Corporate Social Responsibilities (CSR),
- Drafting of reply to various authorities (Government Departments, CAG & RTI reply).

**3) COLOROBIA CHEMICALS INDIA PRIVATE LIMITED - COMPANY SECRETARY
(FROM AUG-2016 TO OCT-2020)**

Secretarial

- Gathering and sharing the information relating to company law and compliances,
- Prepare reports of secretarial activities of the company,
- Meeting with Board of Director sharing of views for business strategy and overview,
- Meeting with management for matter relating to industrial disputes and compliances,
- Monthly jointly meeting with various departments for monthly requirement and planning,
- FEMA Compliances (ECB).

Legal & Compliances

- Preparation various agreements like rent agreement, security arrangement agreement, housekeeping agreement, agreement with vendors & customers, Notary etc.
- Preparation various agreements like professional consultancy services contract, service rendering from thirty party agreements, Buyers consulting services agreement,
- Litigation cases like NCLT and MSME,
- Co-ordinate with advocates, consultant for matter relating to court & legal cases,

Finance & Accounts

- Preparation of data of MIS for fund allocation to domestic and Foreign parties & planning monthly budget
- Preparation of MIS of weekly & monthly fund flow statement and present with management,
- Familiar with Microsoft AX ERP system for accounting matter,
- Handling of banking related works and activities,
- Preparation of data of MIS related to sales and discuss the same with Management,
- Preparation of data of MIS related to accounts payable and accounts receivable for taxation purpose,
- Reporting to Management for Compliances of taxation activities,
- Handling of audit.

3) IFCI LTD - LEGAL ASSISTANT (Government Undertaking) on Contractual Basis (DEC-2013 TO MAR-2016)

- Assistance in drafting of legal documents for disbursement of loan like corporate loan agreement, personal guarantee deed, promissory note, mortgage deed and undertaking of corporate loan.
- Assistance in management of data records of legal and NPA cases.
- To visit DRT & high court for debt recovery.
- Analysis of profit & loss, balance sheet and cash flow statement (CMA & financial data) for loan disbursement procedure.
- Familiar with CIIS (centralized integrated information software) for regular accounting entry of voucher like journal, payment and receipt, invoice, depreciation, loan instalment, NPA cases etc.
- Preparation of monthly bank reconciliation statement, monthly noting for approval of expenses, travelling allowance bills, medicals bills, inward & outward statement.
- Preparation of quarterly bank statement and depreciation statement.
- Assistance in service tax, professional tax and TDS matter and in various correspondence
- Assistance in administrative activities like issue of tender and procedure for the same and other establishment activities.

4) MODI LIFECARE INDUSTRIES LIMITED - ACCOUNT ASSISTANT (JAN-2013 TO SEPT-2013)

- Preparation of various ledgers, grouping and sub-grouping of accounts head.
- Familiar with marg and soham software for regular accounting entry of voucher like journal, payment, receipt, purchase, sales, inward and outward, VAT, excise and professional tax.
- Preparation of bank reconciliation statement, stock statement, debtors statement, creditors statement, trial balance, profit & loss a/c and balance sheet,
- Assistance in correspondence like sale, purchase and miscellaneous,

**5) OFFICE OF OFFICAL LIQUIDATOR – MGT. TRAINEE - COMPANY SECRETARY
(High Court of Gujarat & Ministry of Corporate Affairs) (FEB-2011 TO MAY-2012)**

- Worked in voluntary dissolution section where I performed various duties like verify books of account and correspondence with directors of voluntary liquidated company, voluntary liquidator, and preparation of income & expenditure statement and official liquidator reports.
- Worked in compulsory dissolution section where I performed duties like to compile the high court order for possession of winding up company, to prepare minutes of meeting in sale committee, analysis records and search report from ROC for preparation of dissolution report for taking the order for disbursement of amount to secured creditors and workers.
- Correspondence with ministry of corporate affairs for dissolution work and its progress, regional director, registrar of company, income tax and companies for compliances of dissolution order.
- Assistance for legal and court compliances
- Preparation of minutes of meetings and other conference.
- Preparation of amalgamation reports, monthly progressive reports, yearly expenditure budget, monthly pay bills.

EDUCATION:

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|----------------------------------------------------------------------------------------|-------------------|
| • Master of Law (Business Law)
Gujarat University | 57.16%
06/2016 |
| • Company Secretary
The Institute of Company Secretaries of India | 50.12%
12/2014 |
| • Bachelor in Law
Gujarat University | 59.60%
04/2014 |
| • Master of Commerce
Gujarat University | 49.87%
04/2011 |
| • Bachelor in Business Administration
Gujarat University | 71.20%
03/2009 |
| • 12 th Commerce
Gujarat Secondary and Higher Secondary Education Board. | 82.50%
03/2004 |
| • 10 th
Gujarat Secondary Education Board. | 72.57%
04/2002 |

ADDITIONAL EDUCATION:

1) CORPORATE SOCIAL RESPONSIBILITY (CSR)

I have successfully completed the Certificate Course on Certified CSR Professional conducted by The Institute of Company Secretaries of India after passing the MCQ Based Assessment and Project Report in August-2021.

PROJECTS:

- Prepare Financial, Marketing, Human Resources and General Management Report during study in Bachelor of Business Administration.
- Dissertation Report on Role of Financial Institutions and Investment Institutions in Corporate Fund Raising.
- Legal Clinical Research Report on Office of Official Liquidator, Ahmedabad.
- Non-Doctrinal Research Report on Debt Recovery Tribunal, Ahmedabad.
- Doctrinal Research Report on Charge on Property.

TECHNICAL SKILLS:

- Operating Systems : MS Office (Word, Excel, Power point, Outlook), ERP (Tally-9, Pharma ERP, Oracle, Microsoft AX)
- Others : Taxation, Banking and Human Resources matter
CCC (DOEACC Society)

PERSONAL PROFILE:

Name : Sumitkumar Shantibhai Patel
Date of Birth : 10/04/1987