

# NUPUR BOTHRA

A Company Secretary and a management graduate with a comprehensive experience in compliance with company's rules and regulations, planning services and business management.

## PROFILE

**DATE OF BIRTH** – 16<sup>th</sup> Apr 1992

**PLACE OF BIRTH** – Assam

**GENDER** – Female

**NATIONALITY** – Indian

**MARITAL STATUS** – Married

**LANGUAGE** – English, Hindi,  
Punjabi

**SKILLS**– Communication,  
Microsoft Office, Leadership,  
Social, Adaptable

## CONTACT

PHONE:  
9829704817

**EMAIL:**  
bothranupur@gmail.com

## HOBBIES

Reading  
Travelling  
Cooking  
Socializing

## CAREER OBJECTIVE

---

To work with an organization which offers a challenging opportunity to enhance my knowledge, skills and experience that would allow me to contribute towards achieving the organizational goals to the best of my potential.

## EMPLOYMENT

---

### Apprentice Trainee

**Feb 2017 – May 2018**

Manjeet Bucha & Associates, Hyderabad

#### A full time trainee and learn the following

- Prepared and Submitted/filed necessary documents like:
  - Annual Accounts and Annual Returns of the Company and LLP with Registrar of Companies.
  - Various E-Forms with Registrar of Companies and other event based ROC Compliances as required under the provisions of the Companies Act, 2013.
- Incorporation of a Company and LLP.
- Assisted in Secretarial Audit of various listed & unlisted companies.
- Shifting of Registered office from one State to another State under the provisions of the Companies Act, 2013.
- Prepared documents of Strike off of the Company under the provisions of the Companies Act, 2013.
- Drafted minutes of board, committee and general meetings as required under Companies Act, 2013 involved in issuance of notices, drafting of agenda etc.
- Drafted various resolutions in accordance with the provisions of the Companies Act, 2013.
- Ensure maintenance of all documentation as per statutory requirements.
- Preparation of Documents and filling form of Change in Object, MOA, AOA Preparation. Having experience of conducting search & preparing a search report of company, required by various banks and companies from time to time.
- Drafted and filed application for changing in authorized and paid up share capital of the company.
- Drafted and filed application for Registration, Modification & Satisfaction of Charges as well as Appointment & Cessation of Directors.

**Assistant Manager****Sep 2014 – Oct 2016**

Honey Collection, Pilibangan

**A full time assistant Manager with core responsibilities as:**

- Selection of merchandise for selling
- Pricing of merchandise
- Supervising Workers
- Preparing final accounts
- Monitoring reports on – sales, quality, cost reduction, customer satisfaction

**Management Trainee****Jun 2013 – Aug 2014**

Dugar Industries, Pilibangan

**A part time job at cotton factory with core responsibilities as**

- Preparing Financial Statement
- Banking Operations
- Record and Book keeping
- Stock Management

**EDUCATION**

---

**Company Secretary****Dec 2016 – Dec 2021**

The Institute Of Company Secretaries

**53.8 %****Post-Graduation Diploma in Business Administration****Aug 2014 – Jun 2016**

Symbiosis Centre For Distance Learning.

**Grade A+****Bachelor of Business Administration****Aug 2010 – Jun 2013**

Birla Institute of Technology, Ranchi.

**C.G.P.A 8.21****Senior Secondary Education****Jul 2008 – Jun 2010**

Guru Harkrishan Sr Sec School

Hanumangarh

**CBSE Board 72.6%****Higher Secondary Education****Apr 2006 – May 2008**

Khalsa Academy, Sri Ganganagar

**CBSE Board 72.20%**