

RAM SHAH

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Add: 10-B Kamal colony Near
Samved Hospital Swastik cross road
Navrangpura Ahmedabad- 380009

About Myself & Career Objective:

Dedicated and focused individual, willing to secure a Challenging position, career opportunity and advancement. To achieve highest position in Company law, various Corporate, legal laws and to do Secretarial Compliance work which can utilize my knowledge and skills.

Academic career:

Standard/Degree	Name of College/ School	Board/University	Year of Passing	Percentage
10 th	A.G. High School	Gujarat	2011	84%
12 th	A.G. High School	Gujarat	2013	78.71%
B.Com	H.L. College of Commerce	Gujarat	2016	65%
LL.B	D.T. Law College	Gujarat	2019	54%
Company Secretary	ICSI	Delhi	2020	--

Completed Company Secretary from Institute of Company Secretaries of India, New Delhi in February,2020.

Personal Details:

Father's Name--- Kishan shah

Mother's Name--- Shaifali shah

Brother's Name--- Shyam Shah

Marital Status--- Unmarried

Date of birth--- 29/09/1995

15 Days Academic Programme by ICSI:

I have completed the 15 Days Academic Programme as designed by the ICSI and organized by the Ahmedabad Chapter of WIRC of ICSI. The Programme include induction Programme, E-governance Programme, Entrepreneur development Programme and Professional Skill Development Programme.

Professional Experience:

Currently Working as Assistant Company Secretary in "GSPC LNG LIMITED" from August, 2022.

August, 2020 to July 2022:

Worked as Company Secretary and Compliance Officer in "Infinion Biopharma Limited" Ahmedabad and looked over the compliances of other *Ten* group companies including NBFC, Construction Company, Holding Company and Insurance Broking Company

October, 2019 to April, 2020:

Worked at "Light Microfinance Private Limited"- Non- Banking Finance Company, Ahmedabad as Assistant compliance Executive

March 2017- March 2019:

Completed 2 Years Company Secretary internship at “Ishit Vyas & Co.” firm of Company Secretaries, Ahmedabad

Assignments Handled:

- Looking over all the regular compliances of the company
- Vetting of Legal Documents, Arbitration & looking over other Legal matters of the company
- Preparing, assisting, vetting, coordinating with Merchant banker, BSE, NSE and SEBI and filed of Draft Red Herring Prospectus (DRHP) of Infion Biopharma Limited
- Dematerialization of Equity shares and Preference Shares (Including Opening of Demat Accounts Foreign National and Person of Indian Origin and allotment of shares to them)
- Vetting and Execution of Loan documents and other legal documents
- Assisting Board of Directors in taking various approvals from RBI, IEC Code
- NBFC Returns Quarterly, Half Yearly & Yearly
- Application to Insurance Regulatory and Development Authority of India (IRDAI) for getting Insurance broking License
- Conducting Board Meeting and General Meetings
- Looked over Foreign Direct Investment(FDI) and Overseas Direct Investment (ODI) of the companies including RBI compliances of the same & filing of Annual Performance Report (APR) with the banks
- Conducting Board Meeting and General Meetings
- Quarterly compliances of NBFC-MFI
- MUDRA return
- FCGPR Filing
- Alteration and entrenchment of Articles of Association, Vetting and Execution of Shareholder’s Agreement
- Issue of Compulsorily Convertible Preference Shares
- Private Placement of Shares
- Incorporation of Company and Limited Liability Partnership
- Application for Trademark
- Drafting of Minutes and various resolutions
- Transfer of Shares
- Annual filing of companies and limited liability partnerships
- Shifting of Registered Office, Increase in Authorized capital and Allotment of Shares
- Filing of various returns under Goods and Service Tax Returns (GST)
- Conversion from Public company to Private Company, National Company Law Tribunal, Ahmedabad (Drafting of Petition and other compliances including appearing before Tribunal)
- Condonation of Delay, National Company Law Tribunal, Ahmedabad (Drafting of Petition and Other Compliances)
- Condonation for Delay in Satisfaction of Charge(Regional Director)
- Creation and Satisfaction of Charges
- Various Compliances and filing of BSE Listed Companies

Soft Skills:

- Fluent in English
- Strong interpretational skills

- Easily adaptable to changing work environment
- Well presented and follow high professional ethics
- Excellent organizational, communication and interpersonal skills.

Additional Skills:

- Computer Skills
- Languages Known- Hindi ,English, Gujarati
- Extracurricular Interest in Watching Movies, Listening Music, Playing Cricket & volleyball

References:

Available on Request

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