



**NAME: KHUSHBU NAGARBANDHARA**

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### **Career Objective**

I look forward to work with an organization which offer to utilize my skill for accomplish targeted goals of the organization, get a skill oriented Challengeable Position in professionally managed Organization and active participation in middle management's activities to arrive at the material and virtual target with the help of smooth and creative team members and team work for organizational success.

### **Work Experience**

- Currently, I am working as a Junior Assistant in G. K. Chokshi & Co
- I have worked as an Assistant Company Secretary in J. J. Gandhi & Co. for 5 months.
- I have worked as an Assistant Company Secretary with Mr. Tapan shah, Practicing Company Secretary for 1 Year.
- I have worked as an Assistant Company Secretary with Mrs. Rupal Patel, Practicing Company Secretary for 2 years.

### **Key Responsibilities**

- **Meeting:**
  - Assisted in preparation of Notices, Agenda and Minutes of Board and Committees Meetings.
  - Assisted in preparation of Notices and Minutes of General Meetings.
- **E-Filings:**
  - E-filing of various E-Forms of Company like form INC-1, INC-2, INC-3, INC-7, INC-22, INC-23, PAS-3, PAS-5, AOC-4, SH-7, DIR-11, DIR-12, CHG-1, CHG-4, MGT-14, MR-1, DIR- 3 KYC including annual filing Forms etc.,
  - Filling various E-Forms of LLP like LLP Form-8, LLP Form-11, LLP Form-24, LLP Form -3, LLP Form-4, LLP form-5.
- **Annual Report:**
  - Drafting of full Annual Report of Listed Company as per Companies Act 2013 and listing Agreement of BSE/MSEI.
  - Drafting of Full Annual Report of Private Limited and Public Limited Company.



- **Listing Compliances:**

- mainstream worked in Compliance of various Regulations such as:
  1. Regulation 7(3), 13(3), 27(2), 31, 33, 34, 40(9), 42 etc. of SEBI (Listing Obligations and Disclosure Requirement) Regulations, 2015.
  2. Regulation 55A of SEBI (Depositories and participants) Regulations, 1996.
  3. Regulation 29(1), 29(2), 30(1) & 30(2) of SEBI (Substantial Acquisition of shares and takeovers) Regulations, 2011.
  4. Quarterly shareholding pattern as per Regulation 31 of SEBI (Listing Obligations and Disclosure Requirement) Regulations, 2015.
  5. Quarterly and half yearly financial result as per Regulation 33 of SEBI (Listing Obligations and Disclosure Requirement) Regulations, 2015.
  6. Quarterly, half yearly and annual corporate governance report as per Regulation 27 of SEBI (Listing Obligations and Disclosure Requirement) Regulations, 2015.
  7. Quarterly statement of Investor Compliant as per Regulation 13(3) of SEBI (Listing Obligations and Disclosure Requirement) Regulations, 2015.

Filing thereof with the BSE, MSEI and Regional Stock Exchange.

- **Statutory Register**

- Preparation and Maintenance of various Statutory Registers including Register of Charges, Registers of Directors, Register of Directors Shareholding, Register of Shareholders, Attendance Register of Board Meetings & General Meetings in both Physically as well as electronically as per Companies Act 2013.

- **Others**

- Incorporation of Company, Payment of Stamp Duty and Additional stamp duty.
- Incorporation of LLP
- Conversion of Firm into LLP.
- Conversion of Company into LLP.
- Preparation of Supplementary Deeds in case of change in agreement.
- Handled Annual, Half Yearly and Quarterly Financial Results and other required document of the Company with Stock Exchange.
- Handled procedure of E- voting during Annual General Meeting and activation of EVSN for E- voting.
- Preparation of documents and filling forms for incorporation of One Person Company.



- Preparation of documents and filling forms for closure of company as per FTE scheme.
- Assisted in procedure of due diligence of private and public limited company.
- Preparation of return for fin net getaway of NBFC Company.
- Preparation of Annual Disclosure requirements of Directors.
- Preparation of Search Report of Company.
- Handled all Kind of Shareholders Grievance Redressal.
- Handled XBRL of companies.
- Handled various secretarial functions, duties and responsibilities.
- Assisted in Secretarial Audit of listed company.
- Assisted in procedure of Direct Listing on BSE.
- Assisted in procedure of Merger and Amalgamation, Demerger under section 230-232 of companies Act, 2013.
- Handled extension of Annual General meeting.
- Preparation of documents and execution of issue of Optionally convertible Preference Shares.
- Preparation of documents and execution of increased authorized Share capital.
- Preparation of documents and execution of issue of shares through private placement basis and issue of shares through right basis.
- Handled procedure of Buyback of shares

### Apprenticeship Training

15 Months Training as Sponsored by The Institute of Company Secretaries of India in the firm of Practicing Company Secretary Mrs. Rupal Pranav Patel at Ahmedabad from 18<sup>th</sup> March, 2015 to 02<sup>nd</sup> August, 2016

### Professional Qualification

No.	Degree	University	Year	%
1.	CS Professional (2 <sup>nd</sup> & 3 <sup>rd</sup> Module)	The Institute of Company Secretaries of India	June 2021	51.60%
2.	CS Professional (1 <sup>st</sup> Module)	The Institute of Company Secretaries of India	December 2015	50%
3.	CS Executive	The Institute of Company Secretaries of India	June 2013	50%

No.	Degree	University	Year	%
1.	LLB ( Sem VI )	Gujarat University	Sept 2020	57%
2.	LLB ( Sem V )	Gujarat University	March 2020	53%



3.	LLB ( Sem IV)	Gujarat University	March 2019	52%
4.	LLB ( Sem-III)	Gujarat University	Nov 2018	50%
5.	LLB ( Sem-II)	Gujarat University	April 2018	52%
6.	LLB ( Sem-I )	Gujarat University	March 2018	54%

### Academic Qualification

No.	Degree	Board/University	Year	%
1	3 <sup>rd</sup> year BBA	Gujarat University	2012	60.20%
2	2 <sup>nd</sup> year BBA	Gujarat University	2011	56 %
3	1 <sup>st</sup> year BBA	Gujarat University	2010	58 %
4	HSC	Gujarat Secondary Education Board	2009	80.47 %
5	SSC	Gujarat Secondary Education Board	2007	80.92 %

### IT Skills

- Competent computer skills, with a proficient knowledge of Microsoft Software, Internet Browsing and Corporate Regulatory Sites.
- Completed 70 Hrs. Compulsory Computer Training (ICSI)
- Familiar with the V2 and V3 portal on MCA and other websites like SEBI, BSE, MCX, NCLT portal and INCOME TAX etc.

### Project Work

- I have prepared project on Parle G Industry in 1<sup>st</sup> year BBA.
- I have prepared below listed projects in 2<sup>nd</sup> year BBA.
  - Human Resource report on industrial visit of Divya Bhasakar
  - Finance Report for Alstom Projects India Ltd.
- I have prepared project on Awareness, usage and satisfaction for Adani Gas Pipeline in 3<sup>rd</sup> year BBA.

### Strengths

- Solution oriented and proactive at analyzing process
- Positive Attitude
- Willingness to Learn.
- Ability to take Challenges and Initiatives.
- Believing in team work.
- Ability to multi task in a fast paced environment, prioritizes tasks, and consistently meets deadlines.
- Consistently striving for improvements in process and working practices.



### Personal Information

Father's Name	:	Manoj B. Nagarbandhara
Father's Occupation	:	Service
Mother's Name	:	Kamini M. Nagarbandhara
Gender	:	Female
Date of Birth	:	10 <sup>th</sup> December, 1991
Language Proficiency	:	English, Hindi & Gujarati.
Hobbies	:	Yoga, Meditation, Exercise, Listening Music, Drawing
Marital Status	:	Single

### Declaration

I hereby declare that all the above-mentioned information is true and correct to the best of my knowledge and belief.

**(Khushbu Nagarbandhara)**