**ANKITA BHATIA**

**Contact No. : 8690964242**

**Email Id: ankita937bhatia@gmail.com**

**Career Objective**

Seeking an opportunity to work in an industry where knowledge and creativity is recognized, encouraged and rewarded.

**Strengths:**

* Knowledge of all the business subjects which are requisite to work efficiently in Corporate Sector
* Excellent Interpersonal Skills, co-operative with the team members.
* Sincerity, Integrity and Honesty.
* Punctual & Ethical Personality.
* Accountability & Time management.

**Educational Qualifications:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Particulars** | **University/**  **Institute** | **Year of passing** | **%/Marks** |
| CS Final  (Pursuing) | ICSI | ----- | --- |
| CS Executive | ICSI | Feb, 2013 | 306/600 |
| CS Foundation | ICSI | Aug,2011 | 240/400 |
| B. Com | Gujarat university | April, 2013 | 70.00% |
| HSC | Gujarat Board | March' 2010 | 73.43% |
| SSC | Gujarat Board | March' 2008 | 76.15% |

**Internship:**

Undergoing internship as a CS trainee in the office of **CS Dilip Motwani** **Sir (D. N. Motwani & Co.)**

**Undertaken various tasks regarding:**

* Preparation of Agenda and Notice for Board Meeting
* Preparation of Minutes of General meetings, Board Meetings & Committee Meetings.
* Assisted in Maintenance of various Statutory Registers & various other registers of client Companies.
* Assisted in conducting Annual General Meeting/ Extraordinary General Meeting
* Drafting Board and Committee Resolutions
* Creation and Satisfaction of Charges, Scrutiny of Charge documents.
* Obtained DIN of the directors & Filing of DIR-3 & DIR-6 Form.
* Preparation of Compliance Certificate u/s 383A of the Companies Act,1956
* Incorporated Private Companies.
* Legal Agreements and other legal Documentations.
* Registration of Company to get Import Export Code.
* XBRL Filing

**Personal Dossier:-**

* Date of Birth: 09/07/1993
* Gender: Female
* Languages known: English, Hindi, Gujarati.
* Interests: Reading, Music

**References:**

1. **CS Dilip Motwani**

Practising Company Secretary, Ahmedabad

**Declaration**

I have expressed myself in a clear & Convincing perspective. Looking forward for a faithful discussion & thanking you in anticaption.

**Yours Sincerly,**

**Ankita Bhatia**