Dhwani Shah Phone : (M) 09428045143

302, Sarang Flat, Bhavya Park, Bopal, E-Mail : dhwani.shah2006@gmail.com

Ahmedabad‐380059

**Objective**: To work in a managerial capacity where my skills and knowledge will be utilized to the maximum, enabling me to grow with the organization growth, thus leading me to a successful career.

# Work Experience

**HADOTI POWER TRANSMISSION PRIVATE LIMITED**

**COMPANY SECRETARY**

**Worked as Company Secretary from September 2021 to till date**

* + Handling work of Company secretary for listed company which earlier done in previous company.
  + Support in day to day accounting actitvity e.g. GST registration and other work audit related

**AVANI PETROCHEM PRIVATE LIMITED COMPANY SECRETARY**

**Worked as company secretary from June 2019 to August 2021.**

* Annual filling of private and public limited companies.
* Keeping Minutes Book of Director and General Meeting for each Company
* Application of Import Export Code
* Filing of various forms/e‐forms to registrar of Companies.
* Various other legal compliances & matters related to Company Law.
* Maintaining member registry, issue compliance certificate.
* Formation of new company.
* To handle all the roc related matters.

**UNJHA FORMULATIONS LIMITED COMPANY SECRETARY**

**Worked Independently as Company Secretary in Listed Company from November 2018 to May 2019.**

* + Handling work of Company secretary for listed company which earlier done in previous company.
  + Support in day to day accounting actitvity e.g. GST registration and other work audit related.

**GSL NOVA PETROCHEMICALS LIMITED**

**Company Secretary**

**Worked Independently as Company Secretary in Listed Company from August 2013 to October, 2018**

* + Preparation of Agenda and Notice for Board Meeting
  + Preparation of Minutes of Board Meeting
  + Maintenance of Statutory Books
  + Preparation of Annual Report
  + Indepedently conducting Annual General Meeting
  + Drafting Board and Committee Resolutions
  + Preparation and filing of documents in compliance with the various clauses of the Listing Agreement with the BSE and NSE
  + Preparation and filling of various E‐Forms for submission to the Registrar of Companies, Ahmedabad
  + Resolving investor grievances and handing all other investor related matters
  + Search from ROC and preparation of Search Report thereafter
  + Preparation of Corporate Governance Report
  + Preparation of Secretarial Audit Report
  + Handling such other Assignments / tasks as delegated by the Management
  + Co‐ordinate with Share Transfer Agent.
  + Other activities as per management instruction
  + Publishing advertisement in newspaper for Notices, result etc.
  + Co‐ordinate with various agnecies for Comply Listed Company’s Compliance.
  + Passed Resolution through Postal Ballot.

**SURANA MALOO & CO. ( CS MEENU MAHESHWARI)**

Worked as an **Company Secretary** Since June, 2012 to July 2013

* Annual filling of private and public limited companies.
* Keeping Minutes Book of Director and General Meeting for each Company
* Application of Import Export Code
* Filing of various forms/e‐forms to registrar of Companies.
* AGM & Board Meeting’s arrangements like notice of meeting, agenda, drafting of resolution etc.
* Custody and use of the Company Common Seal.
* Share Transfer & Transmission, Share Capital, Memorandum and Article of association and related matters.
* Various other legal compliances & matters related to Company Law.
* Maintaining member registry, issue compliance certificate.
* Formation of new company.
* To handle all the roc related matters.
* Co‐coordinating with RBI for fulfillment of laws relating to foreign exchange trading.
* To ensure that the books are maintained as per various laws and other routine matters.
* Buy Back of Shares
* Filing Petition U/s 141 of Companies Act, 1956.
* Application for CST/VAT Registration Number.
* Corporate Governance Report
* Clause 41 Intimate stock Exchange about Board Meeting
* Clause 35 Quarterly Submit Report to Stock Exchange.
* Co‐ordinate with Share Transfer Agent.

# Academic Profile

* + C.S. (Professional Programme) Passed in June 2012.
  + C.S Inter ( Executive Programme) Passed in June, 2010
  + **B.C.A.** From L.J. Institute of Commerce With 70% in April 2002.

# IT Proficiency:

* + C, C++,VB,ASP.NET,HTML, Tally and MS Office

# Other Details

* **Date of Birth :**March 18, 1982
* **Languages Known:** English, Hindi, and Gujarati.
* **Hobbies :** Reading Novels & Listening Music