***MAYUR N.MANIYAR***

***B.com, LL.B, CS(Con)***



*Seeking legal and secretarial level assignments across the industry and making future brighter as professional.*



**PROFILE**



**Working as a Manager Legal & Secretarial with Porbandar Solar Power Ltd**

**(Macquarie Group, MNC Company ) Since January 2022.**

* Dealing Matter with Electricity Commission with various state
* Dealing with Matters related to Land revenue records & title of the Land
* Drafting and vetting of Finance Agreement, Business Agreements, Service Agreement, Share Pledge Agreement, Indenture of Mortgage.
* AD-NOC Process require under RBI & FEMA Regulation.
* Filling of Recovery & Sec 138 Suit
* Defending the Matters filed before the court against the Company
* Liaison with Govt. Authorities Like Collector office, Mamlatdar office, Local Municipality office
* Replying the notices received from the outsiders and Govt. offices, collector office, SDM office
* Various Litigation before High Court & SSRD (State Revenue Dept.) matters related to Land, irrigation Dept., RPO (Renewal Power generation obligation)
* Handel Litigation and Co-ordinate with the advocate
* Filling of Recovery suit.
* Filling of Sec 138 and Sec 25 Complaint for Cheque Bounced matters.
* Advising to Business Loan team and preparing and vetting of Agreements.
* Filling and replying of Consumer cases and Consumer Appeal.
* Filling and replying of Execution Application filed before consumer court and civil Court.
* Validating of Title search for the Property.
* Handel matters related to SERFAESI Act. and SARFAESI Appeal before the DRT
* Issues Relating to Registration , Infringement of Trademark, Industrial Design.

Registration and renewal of Brand Name Trade Mark, Industrial Design.

* Handel of Arbitration Matter
* Handel Matter related to NCLT
* Matter Relating to Legal Metrology act. (Standard weight & measurement act.)
* Co-Ordinate with Panel Advocate relating to Different Case Matter
* Handel Matter Pending with Various District Court, Consumer Forum, High Court matter, National Green Tribunal,
* Assisting Financial Issues, Litigation of the Company

**Worked as an Asst. Company Secretary in Diamond Power Infrastructure Limited (Listed with BSE and NSE)**

* Listing of Company with National Stock Exchange Limited
* Preparation of Annual Reports of the Company
* Compliance with the BSE and NSE regarding Listing Agreement
* Handling all the secretarial works relating to Group Companies of Diamond
* Listing of Preferential Issue on BSE & NSE
* Conducting Board Meeting and General Meeting
* To ensure compliance with the Registrar of Companies, Reserve Bank of India and Banks
* Assisting Financial Issues of the Company
* Assisting Legal Issues of the Company
* Assisting Costing Issues of the Company
* Handling Issues of Company relating to Non- Convertible Debentures.
* Revocation of Listing with Bombay Stock Exchange.
* Making petition at Company Law Board
* Issue of Dividend



**Specific Liaison work**

* Liaison with RBI. SEBI. ROC. Collector office. Mamlatdar office, Factory inspector office. Legal metrology Dept.
* Vat and service tax. Excise Dept. Income tax commissioner Appeal. Sales tax and GST Audit matters.
* Registrar office with DDO and TDO Land Revenue Authority
* Financing facility Liaison with various Banks.



***Other Work Experience***

* Worked as a Manager Legal at Grasim Industries Ltd since March 2021 to Oct. 2021
* Worked as a Manager Legal at ICICI Bank Ltd since Aug 2018 to March 2021
* Worked as an Asst. Manager -Legal at SINTEX Industries Ltd. Since May 2014 to Aug 2018.
* Worked as Liaison officer at SNC Multitrade Company Ltd from April 2012 to April 2014
* Worked as Liaison officer at B.T. Water Treatment Pvt. Ltd. from 2011 to 2012
* Worked as a Asst. Company Secretary & at Diamond Power Infrastructure Ltd. From 2010 to 2011
* 8 months experience with Kashyap Shah & Co. CS firm. In 2010.
* 3 years Experiences as an Accountant from 2008 to 2009



**OTHER ACTIVITIES**

* Knowledge of Company Laws, Legal matters, Income Tax, Service Tax, TDS, Sales Tax, Excise including filling of return through e-filling



**EDUCATIONAL CREDENTIALS**

* CS Final Pursuing (Completed Three Group)
* CS Intermediate in June, 2010.
* L.L. B From MS University in 2011.
* B. Com from MS University in 2008.



**TECHNICAL SKILLS**

* Ms-Word, Tally ERP, Excel, & Internet Applications



**PERSONAL DETAILS**

**Date of Birth :**27th April, 1988

**Father’s Name** : Narendra Bhai Devchandbhai Maniyar

**Language Known** : Hindi, English, Marathi, Gujarati.

**Hobbies :** Going for walk, playing Cricket, meeting with new people

**References :** Available on Demand

**Marital Status :**Married.

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