

CHHAVI SHARMA

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Student Reg No: 240927059/05/2021

Residence: Ghaziabad

Languages: English and Hindi

IT SKILLS:

MS Word, MS Excel, MS Power point, Tally ERP 9.0, Working Knowledge of MCA-21 and NCLT Portal

SOFT SKILLS:

- ☐ Ability to Work under pressure
- ☐ Communication Skills
- ☐ Adaptable to changing Environment
- ☐ Good Time Management
- ☐ Hard Working

ACHEIVEMENTS:

- ☐ National Service Scheme Certificate
- ☐ Participated in creating gender champion and youth for change for ending child marriage, violence and to promote gender equality
- ☐ 6 Month customer service experience

EXEMPTION IN CS EXAM:

- ☐ Corporate and management accounting
- ☐ Financial and strategic management

HOBBIES:

Reading, Listening to music, Badminton,

INTEREST:

SEBI Compliances, NBFC, Company Compliances, Conceptual Understanding

PROFILE

An Enthusiastic Individual looking for opportunities to learn new things with practical approach and strive to achieve Individual professional growth, also contributing to Team Success through Dedication, Commitment and Hard-work.

EDUCATION

- ☐ **Institute of Company Secretaries of India:**
 - CSEET: (May 2021)
 - Executive Group I: (February 2022)
 - Executive Group II: (August 2022)
 - Professional Group I: (August 2023)
 - Professional Group II: (February 2024)
 - Professional Group III: (August 2024)
- ☐ **Chaudhary Charan Singh University Meerut**
 - Graduate with Bachelor of Commerce (B.COM)
 - Post Graduate with Master of Commerce (M.COM)
- ☐ **CBSE Delhi**
 - XII (HSC)
 - X (SSC)

WORK EXPERIENCE

Aadya Multi Professional LLP [AMPLLP]: CS Management Trainee [July 2023]

- ☐ Handled Secretarial Compliances including Private and Public Company Compliances.
- ☐ Handled LLP related Compliances including Filing of Form 8, Form 11, Form 3 and Form 4.
- ☐ Responsible for Incorporation of an LLP.
- ☐ Handled Incorporation Process of a Private Company.
- ☐ Handled assignment related to Change in Contribution of LLP.
- ☐ Handled Complete annual filing process and MGT-8.
- ☐ Handled Name Change Assignment of a Private Company
- ☐ Preparation and filing of Various ROC Forms like MGT-14, DIR-12, INC-22, GNL-1.
- ☐ Handled CSR Related Compliances and attended various Training sessions on CSR.
- ☐ Handled assignments with respect to changes in Share capital including Buyback, Right Issue, Preferential Allotment and Private Placement.
- ☐ Handled Alteration of MOA and AOA.
- ☐ Handled Director and Auditor related Compliances
- ☐ Handled Charge Related Compliances.