

DIPAKA BRAHMAKSHATRIYA

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 csdipika04@gmail.com

Career Objective:

A dedicated and results-driven professional with extensive experience in company secretarial functions, consultancy, and compliance management. Seeking to leverage my expertise in governance, strategic advisory, corporate law, agreement drafting, and post-agreement follow-up to provide comprehensive support in financial matters, report formulation, and documentation management within a collaborative Advisory/PMU role. Passionate about continuous learning and excelling in high-performance environments.

Professional Experience:

Incubation Associate / Appointed by Armed Management Service to be appointed at GKS but deputed at Gujarat Student Startup and Innovation Hub (i-Hub)

September 2024 – Present

- Drafted Co-Working Space and Employment Contracts
- Looking after the Secretarial Work
- Basic due diligence of the application received by the startups
- Led administrative tasks, ensuring efficient office operations
- Oversee HR functions, including employee onboarding
- Coordinated pitching events between Startups and Investors
- Program Management & Coordination
- Monitored and followed up on budgeted grants received from the Government.
- To Coordinate for UTC certificate with the relevant agency.
- Managed file organization and documentation.
- Assisted in pre-audit tasks for the auditing agency

Consultant / Appointed by Knowledge Consortium of Gujarat, Deputed at Commissionerate of Higher Education

September 2021 – August 2022

- Drafted government correspondence and official documents.
- Coordinated with various University Registrars across Gujarat.
- Contributed to the success of "The International Conference of Academic Institutions (ICAI) 2022" by enhancing participant engagement and promoting knowledge sharing.
- Actively participated in Education Department review meetings to contribute to event success.
- Managed post-meeting documentation, follow-up, and overall documentation management.
- Liaised with University Registrars in Gujarat and Government Departments to ensure smooth communication and coordination

Consultant / A B Udani & Associates

January 2021 – September 2021

- Secretarial work
- Drafting of an Agreement

Consultant / Ketul J Soni & Associates

January, 2020 – December, 2020

- Facilitated e-filing of forms, search reports, and XBRL data analysis
- Secretarial work

Consultant / Gujarat Agro Industries Corporation Ltd.

March 2018 – December 2019

- Facilitated e-filing of forms, search reports, and XBRL data analysis.
- Drafted resolutions and managed correspondence with Government departments.
- Secretarial work
- Drafted Operation, Management and Maintenance agreement
- Drafted Services Agreement

- Regular follow-up on contract to ensure compliance and implementation

Company Secretary / KGS And Company

January 2018 – March 2018

- Managed corporate secretarial functions, including board meeting documentation and statutory compliance.

Apprenticeship / Chetan R. Shah

August 2016 – November 2017

- Assisted in convening board meetings, preparing agreements, and handling compliance-related tasks.

Education:

Master of Commerce (M.Com)

Indira Gandhi National Open University (IGNOU) – 2020 | 59.36%

Bachelor of Commerce (B.Com)

Gujarat University – 2013 | 76.67%

Professional Qualifications

Institute of Company Secretaries of India (ICSI) cleared all three modules, awarded Membership Number in 2018.

Key Skills:

- Corporate Governance & Compliance
- Board Meeting Convening & Minutes Drafting
- Agreement & Contract Management
- E-Filing & XBRL Reporting
- Analytical & Problem-Solving Skills
- Communication & Leadership
- Documentation

- Capable of providing advisory support

Achievements:

- All India Rank 15 in CS Executive Examination (June 2014)



References:

Dr. S. S. Sodha

Associate Professor, Sheth Damodardas School of Commerce, Gujarat University

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Mr. Narayan Madhu

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