

## Curriculum Vitae

**MEHAK GERA**

**Email :** mehakgera20@gmail.com

**Mob. :** +91-8527208860

**LinkedIn ID-** <https://www.linkedin.com/in/mehak-gera-21a216221/>

### **CAREER OBJECTIVE**

I look forward to work with an organization which offers me the challenging assignments, to enhance my knowledge and utilize my skills towards the growth of the organization.

### **PROFESSIONAL QUALIFICATIONS**

Course	Group	Month & Year of Passing	Marks Obtained / out of
CS Professional	Group I	October-2021	153/300
	Group II	February-2022	151/300
	Group III	February-2021	169/300
CS Executive	Group I	August-2019	200/400
	Group II	August-2019	156/300
CS Foundation		July-2017	242/400

### **EDUCATIONAL QUALIFICATIONS**

Course	Board/ University	Location	Year of Completion/ Pursuing	Percentage of Marks
M.com BPCG	IGNOU	Delhi	Pursuing	Result awaited
LLB Hons. (3-year Course)	Maharishi Dayanand University(MDU-CPAS)	Gurugram	2022	70.94
B.Com (Honours)	Delhi University	Delhi	2019	72.15
Higher Secondary (12 <sup>th</sup> )	CBSE	Gurugram	2016	93.20
Secondary (10 <sup>th</sup> )	CBSE	Gurugram	2014	91.20

### **PROFESSIONAL EXPERIENCE**

- Working as Post Graduate Teacher (PGT)- Commerce in **Sheetla Vidya Peeth** Jan 10,2023-till now

#### **Job Profile:**

- Teaching Accountancy & Business studies subjects to the students of class XII<sup>th</sup>
- Teaching Accountancy & Business studies subjects to the students of class XI<sup>th</sup>

- Working experience as CS Intern in **Cars24 Services Private Limited** Oct 25, 2021-Jan 03, 2023

#### **Job Profile:**

- Drafting minutes, notices , agenda, attendance & acknowledgement sheets of Board, General & Committee Meetings
- Drafting the secretarial documents for the Annual General Meeting viz Director Report, Annual Report etc.
- Drafting CTC-BRs (Board Resolution)& Letter of Authority (LOA)

4. Making and updating tracker of compliances of the company
5. Updating Statutory Books under Companies Act, 2013 in physical and electronic form
6. Filling details in ROC- Forms i.e. PAS-3, DIR-6, DIR-12, AOC-4, MGT-7, DIR-3 KYC, CHG-4, CHG-1, CHG-9, DPT-3, AOC-5 etc.& Knowledge of MSME return
7. Working on Google sheets and updating Google drive
8. Maintaining and updating tracker of Regulatory amendments applicable on private company & Making analysis of MCA and RBI circulars
9. Making notes on applicability of Secretarial Audit, Internal Audit etc. on the company & Making charter of Committees of Directors of company
10. Making Director's Disclosures& assisting in updating the policies of the company
11. Knowledge of MCA- V2 & MCA-V3 portal for web based forms website and RBI website
12. Knowledge of Companies Act, 2013 read with Secretarial Standards issued by ICSI
13. Maintaining the Agreements tracker
14. Assisting in the title search report of the company's properties under DDR ( Due diligence report)
15. Assisting in the Internal, Statutory & Secretarial Audit etc.

#### IT SKILLS

1. MS Word
2. MS Excel
3. MS Power Point
4. Google sheets

#### ACHIEVEMENTS

1. Achieved 1<sup>st</sup> Rank in college in the 1<sup>st</sup> semester of LLB examination
2. Achieved 2<sup>nd</sup> Rank in college in the 5<sup>th</sup> semester of LLB examination

#### HOBBIES

1. Gardening
2. Artistic Drawings
3. Cooking

#### PERSONAL DETAILS

<b>Gender</b>	Female
<b>Date of Birth</b>	December 20, 1998
<b>Languages Known</b>	English and Hindi
<b>Present Address</b>	H no. 205/28, Sector-7, Jyoti Park, Gurgaon, Haryana-122001
<b>Marital Status</b>	Un-married

#### DECLARATION

I hereby declare that all the above mentioned information is true to the best of my knowledge and belief.