ISHIKA SHARMA

COMPANY SECRETARY

(MEMBER OF INSTITUTE OF COMPANY SECRETARIES OF INDIA)



EDUCATION

 Institute of Company Secretaries of India

CS Foundation: 2019

CS Executive :2020

CS Professional: 2021

DAVV University ,Indore , Madhya
Pradesh

Bcom LLB: :Pursuing *(2018-2023)

 St Mary's Convent Senior Secondary School, Dewas, Madhya Pradesh

> 1oth (CBSE) | 2016 | 8.8 CGPA 12th (CBSE) | 2018 | 88%.



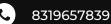
ACHIEVEMENT

- Cleared CS Foundation and CS Executive in First attempt
- Certificate of Merit -3rd National Online Quiz on Insolvency and Bankruptcy Code 2016
- Completed certificate course on Intellectual Property Rights conducted by ICSI



LANGUAGES

English & Hindi





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www.linkedin.com/in/cs-ishika-sharma

ABOUT ME

I am an enthusiastic, self-motivated, result oriented, hard working individual and adaptable to all challenging situations. I am able to work well both in a team environment as well as using own initiative. My key strength is communication; building strong relationships with people in order to deliver the best results.

EXPERIENCE

21 Months

<u>Management Trainee in Sonam Geda & Company, Indore, M.P.</u>

- Incorporation of Companies: Private Limited Company, Section 8, One Person Company.
- MCA annual filings of companies & LLP
- Conversion of partnership firm to LLP: Documentation & Filings.
- Formation of Registered **Partnership Firm** (M.P.)
- **Trademark** Registration ,filings and other trademark related work.
- Start up Registrations of business entities.
- MSME Registration of business entities.
- FSSAI Registration of business entities.
- Import Export Registration of business entities.
- GST Registration and related monthly and annual filings
- Income Tax Return filings.
- 80G Certificates for NGO.
- **Professional Tax** Registration and filings of different states.
- **Shop & Establishment** and **Trade License** Registration and filings of different states.
- Shop Signage Registration of different states.
- DSC registration, association to MCA & GST
- Legal Drafting of POA, rent agreements, letter of Intent, NOC, clauses of partnership & LLP agreements.
- **Drafting** of legal terms & conditions, confidentiality clauses, refund policies for website.
- PAN application: Individuals & Companies.

ADDITIONAL EXPERIENCE

- Handled legal content of website, front & back interface.
- Appeared as Recruiter in ICSI Placement Drive Indore.