

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**
10th (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



8319657839



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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 Management Trainee in Sonam Geda & Company, Indore, M.P.

- 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.