

RAVI JAIN
12/1 N S Road, P.O. Lal Bag, Delhi-110001
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Professional Qualification:

- Passed Professional Programme from ICSI in June 2012.
- Passed CS (Executive Programme) from ICSI in June 2010.
- Passed CS (Foundation Programme) from ICSI in June 2009.

Educational Qualification:

Board/University	Qualification	Year of Qualification	Subjects	Percentage (%)
C.B.S.E.	10 th	2006	English, Math, Science, Social Science	71.4
C.B.S.E.	12 th	2008	Physics, Chemistry, Biology, Math	64.2
Delhi University (SOL)	B.Com	2013	Accounts, Economics Company Law	Result Awaited

Employment Details:

Associated with the PCS Firm M/S VLA & Associates from 17th December, 2012 till present as Assistant Company Secretary.

Key Assignments Handling:

- XBRL Conversion.
- Stamp Duty Payment on issuance of share certificates, debentures & procedure thereof.
- Appointment & Cessation of Directors.
- Shifting of Registered Office from one State to other.
- Allotment of shares and procedure thereof.
- Drafting of Resolution & Documents w.r.t.:
 - Bonus Issue
 - Appointment & Cessation of Directors
 - Appointment of Auditors
 - Increase in Authorized Capital
 - Allotment of Shares
 - Change of Name & Objects
- Maintaining Statutory Registers like u/s 301 etc.

Internship:

Completed 15 months Practical Training as Paid Assistant (CS Article) with M/s D S Associates (Practicing Company Secretary) having office at A-233, Ground Floor, Ashok Vihar, Phase –IV, Delhi-110052 from 23rd August 2011 to 12th December 2012.

Key Assignments Handled:

- Preparing Search Report of Listed Company.
- Trade Mark Search, Documentation & Applying the same.
- Drafting of Minutes.
- Preparing the Digital Signature Certificate (DSC).
- Drafting of documents for striking off of company under FTE (Fast Track Exit) Scheme.
- Incorporation of Companies & LLPs.
- E-filing of forms i.e. Form No. 5, 23, 2, 4C, 1B, 8, 17, 23B, 1A, etc.
- Drafting of Annual Report and Filing Forms related thereto.
- Liasioning with ROC w.r.t.:
 - Name Approval
 - Certified Copies
 - Master Data Correction
 - Other E-Forms approval.
- Registration, Modification & Satisfaction of Charges.
- Worked on CLSS (Company Law Settlement Scheme) scheme.
- Making petitions under Sections such as:
 - Change of registered office from one state to another u/s 17
 - Condonation of delay for filing of charge and satisfaction of charge u/s 141 of various companies.
- Preparation of Annual Return, FCGPR and other documents to be filed with RBI.
- Apply for Service Tax Registration.
- Role Check on MCA21 for Directors, Manager and Professionals.

Computer Skills:

- One Year Multimedia Diploma from NICE Technologies.
- Accustomed to working in a computerized LAN enabled environment.
- Conversant in MS Office, windows & familiar with internet operation.

Awards & Achievements:

NCC Grade “A” Certificate during 11th to 12th class.

Biographical Data:

Date of Birth : 10 May, 1992
Language Known : English, Hindi

(Ravi Jain)