

ARCHIE HITESH SHAH
COMPANY SECRETARY
(Membership Number: 61555)

Contact details:

Address: 503, Sunflower,
Laxminagar, Ghatkopar East,
Mumbai – 400075
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Contact No. : 8767352080

Education:

| | | | |
|--------------|------|-------------------|---------|
| CS | 2018 | ICSI | 52.77% |
| M.com | 2017 | Mumbai University | |
| B.com | 2015 | K. J. Somaiya | A grade |
| H.S.C | 2012 | K. J. Somaiya | 81.33% |
| S.S.C | 2010 | M.D. Bhatia | 92.55% |

Objective:

Seeking challenging assignments across Company law, legal, and other compliances for the growth of the Company and personal growth and development.

Work Experience:

- ❖ **Anchor Group: (June 2023 - Present)**
- ❖ **Inorbit Malls (India) Private Limited: (March 2023 – June 2023)**
- ❖ **Sandeep Parekh & Company: (January 2023 – February 2023)**
- ❖ **Runwal Group: (October 2021 – May 2022)**
- ❖ **S K Patodia & Associates (December 2019 – October 2021)**

- Company Secretarial functions of group companies.
- Drafting of notice, agenda, and minutes for Board and General Meetings.
- Preparation of declarations (MBP-1 and DIR-8) required under the Companies Act, 2013.
- Maintaining statutory records under the Companies Act, 2013.
- Filing of Resolutions and agreements to the Registrar.
- Preparation of Directors' Report.
- Annual filing of companies and LLP.
- Further issue of Share Capital.
- Creation, Modification, and Satisfaction of Charge.
- Transfer of shares by way of gift.
- Increase in the authorized share capital of the company.

- Appointment, cessation, and change in designation of directors.
- Inspection of public documents on the MCA portal.
- Change of Registered Office of the Company within the local limits.
- Compliances pertaining to the appointment and resignation of Statutory Auditors.
- Alteration of Memorandum and Articles of Association of Companies.
- Filing of Form INC – 20A for declaration for commencement of business.
- Application for surrender of Director Identification Number of Director.
- KYC of Directors.
- Preparation and filing of various forms on the MCA portal.
- Filing of financial statements in XBRL mode.
- Various other Compliances of the Companies Act, 2013.

❖ **Articleship training for one year in PCS Firm Deepak A. Variya and Company
(November 2018 – November 2019)**

- Annual filing of companies and LLP.
- Alteration of Memorandum and Articles of Association of the Company.
- Online Inspection of documents through ROC.
- Filing of Active Company Tagging Identities and Verification (ACTIVE) form with ROC.
- Strike off of companies.
- Application for allotment of Director Identification Number before appointment in an existing company.
- Application for KYC of Directors.
- Preparation and filing of various forms.