





# RUCHITA DOSHI

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## ASSISTANT COMPANY SECRETARY

To pursue a career in an organization that provides continuous scope for professional and personal growth.  
To learn and grow at every given opportunity and enhance my legal and secretarial skills.



## EDUCATION

Bachelor of Commerce (Hons. Finance) | **Calcutta University**  
2012-2015

CS (Semi Qualified) | **ICSI**  
Pursuing CS Professional



## CAREER HIGHLIGHTS

I have expertise in handling matters related to Company Law and its compliances. I also have a hands-on experience of handling GST registrations, Professional Tax registration, Entity and Business user registrations in RBI, filing of RBI returns and others various matters relating to compliances of Companies and LLP.



## EXPERIENCE

Assistant Company Secretary | **Neha Singhi & Co**  
MARCH 2019- PRESENT

- Filing FLA Returns in RBI, Entity and Business user registrations in RBI.
- Change in capital contribution, appointment and resignation of partners from LLP.
- Incorporation of Private Limited Company
- Assisted in filing application for shifting of registered office from one state to another state.
- Assisted in drafting compounding application for compounding of offences related to delay in filing Form FC-GPR.
- GST Registration
- Assisted in preparing documents for GST refund
- Filing of TDS returns
- Annual Filings of Company in MCA and other various forms.
- Right issue and private placement of shares and filing forms in MCA (AOC-4, MGT-7, DIR-11, DIR-12, ADT-1, ADT-3, AOC-5, PAS-3, SH-7, DIR-3, DIR-3 KYC, etc.)
- Assisted in resolving various queries of client.

APRIL 2018 – SEPTEMBER 2018

Preparation of minutes of General Meeting, Board Meeting and EOGM, filing of E-Forms in MCA related to Companies and LLPs, entry related to ipro, drafting of resolutions and handled all the related work of ROC single handedly.

Trainee | **SDP & Associates**

JULY 2016 – MARCH 2018

**TRAINING HIGHLIGHTS**

- Assisted in preparation of minutes of General Meeting, Board Meeting, and EOGM.
- Maintaining the record of Share Certificates, preparation of transfer deeds.
- Entry related to ipro.
- Audited statutory registers and filling of E-Forms.
- Preparation of documents and filing of E-forms relating to increase in authorised capital/right issue.
- Assisted in incorporation of companies, drafting and preparation of MOA and AOA and other documents.
- Filing of the e-forms, returns and applications by or on behalf of the company.
- Filing of forms relating to Registration/Modification/Satisfaction of charges and their filing with ROC.
- Appointment/Resignation of Director of the Company.
- Preparation of documents, filing of e-forms relating to Incorporation/Winding of LLP.
- Filing of various forms like Annual Return (MGT-7), Financial Statements (AOC-4), Consolidated Financial Statements (AOC-4 CFS), MGT-14, etc.
- Complying with necessary legal and professional requirements, change of name, change of object and shifting of registered office of the company.



**SKILLS**

- Research on various related topics
- MS Office
- IPRO Software



**PERSONAL INTEREST**

- Dancing
- Watching movies
- Travelling