

VISHAKHA B PARIKH

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CAREER OBJECTIVE:

To excel in areas of legal and secretarial compliances with an opportunity to learn and strengthen my core skills while displaying commitment and dedication towards the growth of the organization and for self-growth.

PROFESSIONAL & ACADEMIC QUALIFICATION:

Course	Year	Institution
CS Professional Programme	2018 (Results awaited)	ICSI
M.COM – Part I	2018	Mumbai University
BCOM	2016	Mumbai University

WORK EXPERIENCE:

M/s. Amita Desai & Company (CS Management Trainee) from 27th July 2017 to 26th October 2018.

NATURE OF WORK:

- **Secretarial Work:**
 - Preparation of Notice, agenda and minutes of Board meeting, Committee meetings, EGM and AGM of private and listed company.
 - Drafting of various resolutions, Filling of E-forms
 - Alteration of MOA and AOA of Private companies
 - Issue, split and cancellation of share certificate
 - Preparing and updating Statutory Registers under companies Act 2013
 - Right issue of Private Companies
 - Change of name of company
 - Merger of Private Company
 - Appointment of Director, Auditor and Company Secretary
 - Incorporation of Private Company – SPICE and RUN
 - Assisted in conducting Board Meetings, AGM of Listed Company
 - Preparation of various checklist.
 - XBRL filling of various companies as per Indian Accounting Standard (Ind-AS)
 - Scrutinizer Report
 - Assisted in filing of Form FC-GPR under FEMA

- Audit
 - Undertaken secretarial compliance audit as per Clause 49 of the Listing Agreement.
 - Undertaken secretarial audit of a listed company along with private companies.
- Stock Exchange
 - Submission of Intimation and Outcomes to Stock Exchanges, Compliances with Listing Agreement.
- NCLT Petition
 - NCLT Petition under section 7 (7)
 - NCLT Petition under section 241 and 242
 - NCLT Petition under section 252 (1)
- RBI Compliances
 - Return of Foreign Liability and Assets (FLA) and Single Master Form (SMF).
- IT Skills
 - Ms Excel, Ms Word and Ms Powerpoint.

PERSONAL DOSSIER

Date of Birth : 12th October 1995
 Address : B/2 Om Joshi Apartments, Lallubhai Park Road
 Andheri (west), Mumbai- 400058, Maharashtra, India.
 Nationality : Indian
 Marital Status : Single
 Area of Interest : Video Editing, Blogging, Sketching, Travelling, Listing to music.
 Languages Known : English, Hindi, French, Marathi, Gujarati

I hereby declare that the information furnished above is true and fair and does not contain any material false information.