

ARCHANA SINGH

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Dear Sir/Madam

I am submitting herewith my resume for your perusal consideration in your organization.

An individual with enthusiasm, extrovert characteristics seeking a challenging job that would synergize my skill and knowledge with the objective of the organization.

I would appreciate an opportunity for a personal interview.

Thanking you.

Your Sincerely

Archana Singh

I look forward to work with an organization for long-term basis for allowing me to use all my knowledge thereby aiming at results, in turn expanding my experience and skill.

PROFESSIONAL QUALIFICATIONS:

Company Secretary - December 2020

3 years LLB – Pursuing

ACADEMIC QUALIFICATION:

B.Com (Hons.) from Calcutta University in 2015 - 54%

Higher Secondary from WBHSE in 2012 - 79%

WORKING EXPERIENCE:

Dhunseri Ventures Limited (From Oct 22 – Till Date)

- Listing Compliances, including quarterly, half-yearly and annual. (Both NSE & BSE)
- Preparation of agenda and minutes of Board and various committee meetings.
- ROC filing under Companies Act, 2013.
- Preparation of Due Diligence Report.
- FLA Returns.
- Review and vetting of loan documents.
- Handling of all matters related to dividend and IEPF.
- Postal ballot.
- Annual Report Preparation.
- Preparation of BRSR.
- Handling Shareholders related matter – Dividend revalidation, KYC Communication and other related matters.

Affinity Global Services Private Limited (From June 22 – Sept 22)

- Merger & Amalgamation.
- Preparation of due diligence report and search report.
- Annual filing and compliances under Companies Act, 2013.
- Right Issue work and its compliances for increase in paid up share capital.
- Incorporation of Company and its working.
- Working on charge and its compliance.
- DIR-3 KYC regularization of director.
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Hemant Sharma & Associates (From June 20 – May 22)

- Incorporation of Companies
- ROC filing related to incorporation, annual return and other related compliances.
- SEBI & Listing compliances
- Drafting of corporate documents related to MOA & AOA, minutes and other documents.
- Annual filing along with E-filing of various E-forms on MCA.
- Preparation of Directors Report and Annual Report.

EMC Limited (From July 2019 - Jan 2020)

- Drafting of Resolutions relating to appointment, removal of directors and approval of bank loan.
- ROC forms filing related to appointment of Directors, DIN, consent of directors and private placement of shares.
- Preparation for Board Meeting, Annual General Meeting and Extraordinary General Meeting.
- Attending meeting of Board of Directors and drafting of minutes for the same.
- Preparation, summarisation and circulation of minutes for Annual General Meeting
- Convening Board meeting and Annual general meeting as per requirements of Companies Act
- Preparation of checklist and study of provisions related to private placement of shares.
- Review of Memorandum of Association of the company.
- Appointment and resignation of Directors and its compliances.

ACADEMIC PERFORMANCE:

- Certification from Youth Center for working knowledge on excel and Tally
- Merit Certificate from local newspaper for performance in class XII.

IT SKILL:

- Proficient in MS Office (Word, Excel and PPT).
- Working knowledge of MCA21.

LANGUAGES:

- English, Hindi and Bengali

HOBBIES:

- Travelling
- Surfing Internet
- Watching movies
- Reading stories

PERSONAL ASSETS:

My Strengths can be marked with the following:

- Accountable
- Team Player
- Flexible

DECLARATION:

I hereby declare that all the above mentioned information is true and correct to the best of my knowledge and belief.

Archana Singh

Place: Kolkata