

Soniya Ludhwani

📍 Bangalore, KARNATAKA, IN ✉ Soniya22007@gmail.com 📞 9111022007

SUMMARY

To build a strong professional relationship and to pursue a long-term career with an organization where my education, training, skills and professional experience combined with my professional development and self-improvement can be leveraged to achieve organizational goals and opportunities with a clear attitude of learning and adapting to the changes in work culture.

A result oriented professional with around 5 years' experience (includes pre and post qualification) of handling secretarial operation of Companies and LLPs under Companies Act 2013, FEMA Compliance & Limited Liability Partnership Act, 2008.

WORK EXPERIENCE

1. Assistant Manager - Legal (Company Secretary)

Dealshare, Merabo Labs Private Limited

August 2022 - Present, Bengaluru, Karnataka

- Handled individual projects such as conversion of physical share certificate into demat format which includes different classes of shares for more than 55 shareholders including foreign investors shareholdings.
- Worked on compounding of offences application to the Reserve Bank of India.
- Worked on applicable MCA filings withing prescribed time limits.
- Intensive understanding of the SHA provisions to meet the major investor requirements such as reserved matter approvals, quarterly audit confirmation details.
- Analyzed and worked on the specific information requirement from different internal departments such as finance, HR and Legal team.
- Research work on queries related to the Companies Act, 2013 provisions and relevant rules and secretarial standards.
- Worked on Striking-off Company's Name from Register of Companies.
- Worked on the intensive queries of investors and directors, CFO and legal team.
- Worked on overseas investment compliances and foreign direct investments compliances.
- Drafting and maintenance of secretarial documents such as notices, agenda, shorter consents, resolutions, minutes, circular resolution of the meetings.
- Worked on MCA V3 portal for creation of new account and its intricacies.
- Handled directors related work including appointment, remuneration, resignation, change in designation, change in particulars of directors, DIR-3 KYC etc.
- Up to date maintenance of Capable and shareholding pattern on fully diluted basis and ROC basis.
- Worked for the holding-subsidary company model.
- Worked on PPTs, feasibility notes and step plans.
- Worked on Primary as well as secondary transaction documents.

2. Associate Company Secretary

Algo Legal

August 2019 - July 2022, Bengaluru, Karnataka

- Corporate Due Diligence that includes Investment deals, Acquisition deals, Surged deals, Vendor due diligence and other jurisdiction due diligence
- Handled Condition Precedents and Closing activities representing both company and investors.
- Handled secretarial compliance desk for one of the venture capitalists having portfolio of more than 250 companies for their fund investments.
- Secondary transaction deals like acquisition, transfer and mirroring of shares
- Restated Article of Association of the company
- Handled clients on retainer basis.
- Preparation and submission of FLA Return (Foreign Assets and Liabilities) of Indian Company
- Creation of Entity Master Form (EMF) and Single Master Form (SMF)
- Filling of FC-GPR and FC-TRS through Firms Portal, Refund of excess amount to Investors
- Advice, assistance, and preparation of documents to secure compliance for allotment of shares and transfer of shares and in connection with overseas Investments
- Resident to Non-resident share transfer and restructuring
- Limited liability Partnerships (LLP) annual compliance and relevant forms filing, Companies and LLP
- Companies Act, 2013 compliances.
- Issue of shares, Preference shares and debentures on rights issue and private placement basis

3. Junior Associate Company Secretary

Algo Legal
September 2018 - July 2019, Bengaluru, Karnataka

- Produced, analyzed, and submitted routine and secretarial reports.
- Designed, implemented, and maintained corporate governance framework for company.
- Supported management team to facilitate task completion and meet performance goals.
- Assisted executives with producing Board reports and annual filings.
- Prepared minutes of actions during board and committee meetings.
- Oversaw board director selection, training, and development.
- Overview of the Companies Act, 2013 provisions

EDUCATION

Company Secretary

Institute of Company Secretary of India • New Delhi • 2020
Membership No. A65709

Bachelor of Commerce (B.COM)

DAVV University, • Indore • 2015

SKILLS

Verbal and Written Communication

Strong Organizational Skills

Database and Client Management Systems

Microsoft Office Suite

Report Preparation

Research and Analytical Skills

Critical Thinking

Writing and Editing Skills

Companies Act, 2013

Drafting

Foreign Exchange Management Act, 1999

Foreign Exchange Laws

Resident to Non-resident share transfer and restructuring

Limited liability Partnerships (LLP) annual compliance and relevant forms filing

Incorporation of Companies and LLP