



## DIVYANI KOSHTA

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### SUMMARY

- Holding more than 7 years of work experience in Corporate Industry.
- Certified Scrum Master having 3 years of experience as Scrum Master & Agile Coach.
- Guiding / coaching the team and organization on how to use Agile and Scrum practices and values.
- Conducting Scrum ceremonies such as Sprint Planning, Daily Stand ups, Sprint review and Retrospectives.
- Ensured user stories were 100% ordered, defined, and ready to be worked on by the team.
- Built trust and enhanced customer satisfaction through transparent communications of metrics (Velocity, Sprint burn down- burn up chart, Sprint Report) collected using JIRA.
- Worked as Company Secretary and Compliance Officer and Legal Officer for 6 years in Manufacturing Companies.

### PROFESSIONAL EXPERIENCE AS SCRUM MASTER

**Company-** Codersbrain Technology Pvt. Ltd., Bangalore

**Feb 2022 to Present**

**Position-** Scrum master

#### **Responsibilities**

- Implementing and trained the teams and organization on Agile values, principles and practices and managing Scrum ceremonies- Sprint planning, Sprintreview, Daily stand ups, Retrospectives.
- Work with Product Owner to plan ahead and ensure product backlog is prioritized, groomed, and has sufficient detail, so that it is ready to be worked on to avoid any downtime, ambiguity or rework Identify and manage cross-team dependencies.
- Managing **JIRA** board and **Confluence**.
- Conduct SoS (Scrum of Scrums) meeting if necessary to manage dependencies within squads.
- Liaising between coders and Product Owners.
- Make sure the backlog health is good by keeping stories for at least 2 sprints ahead. Responsible for sprint planning, JIRA status, sprint closure and sprint start dates which adhere to granular level and pull the required stories for the upcoming sprint.

- Built trust and enhanced customer satisfaction through transparent communications of metrics (Velocity, Sprint burn down chart, Sprint Report) collected using JIRA.
- Facilitate issue resolution within the team and pleasant working environment.
- Execute manual test cases to verify software functionality, performance.

**Company-** Pavna Industries Limited, Aligarh  
**Position-** Project Manager

**Sep 2020 to Dec 2021**

**Responsibilities**

- Take updates from Developer on interval of 2-3 days.
- Implemented Kanban & maintained Kanban Board.
- Reported to the senior about updates.
- Arranged meeting between seniors and Developers team as and when required.
- Testing and tracking bug by using Bug Tracking Board.
- Did manual testing.

**PROFESSIONAL EXPERIENCE AS COMPANY SECRETARY & LEGAL OFFICER**

**Company-** Pavna Industries Limited, Aligarh

**Sep 2020 to Dec 2021**

**Position-** Company Secretary & Compliance Officer

**Responsibilities**

- To Comply with the Companies Act, 2013 and make sure timely compliances.
- Worked for Initial Public Offer of Equity shares
- Team work and active communication with Merchant Banker, RTA, NSE, NSDL and CDSL persons to get listed.
- Checked, amend final Draft Prospectus and Filed with NSE and uploaded on MCA.
- Replied of objection / clarification raised by NSE related to IPO. Create SCORE portal login
- Compliance of LODR, SAST, IT .
- Reporting/filing of ARF, FC-GPR, FC-TRF, FLA under FEMA regulations.
- XBRL preparation
- Applied for GST registration. Followed for trade Mark and patent. Due Diligence.
- Drafting and finalization of business Agreement and others.

**Company-** Krishidhan Seeds Pvt. Ltd., Pune

**Nov 2019 to Aug 2020**

**Position-** Company Secretary

**Responsibilities**

- Involved in Pending Writ Petition for activation of Director's DIN
- Drafting & finalisation of notices, Resolutions, Letters, minutes, Preparation and finalisation of Director's Report and annexes thereof.
- Maintaining Statutory Register and Constitute Different types of Committee as per CA, 2013
- Creation and satisfaction of charges.
- Co-ordination of Bank to get NOC.

**Position- Company Secretary & Legal Officer**

**Responsibilities**

- Compliance of the Companies Act.
- Conducting Board, Members and committee meetings and Drafting & finalization of notices, Resolutions, Letters, minutes, Director's Report and annexes thereof.
- Appointment and Resignation/removal of Directors and Auditor, KMP's.
- Issue of equity Shares under Right issue & Issue of Compulsorily Convertible Debenture
- Shifting of registered office within the city, and outside limit of the City.
- Maintaining Statutory Register and Constitute Different types of Committee as per CA, 2013
- Transfer of shares (Physical and demat form), Increased Authorized capital of the Company.
- Issue of shares Certificates and consolidation of the same and Payment of Stamp Duty thereof.
- Opening of demat account with NSDL for equity shares and Debentures and Dematerialization of Shares of unlisted public company. Dematerialization of shareholders shares & Reconciliation of share Capital as per SEBI regulation.
- Incorporation of the Company. Complying with the new amendments like MSME, DPT-3, DIR-3 KYC, BEN-2, INC-22 ACTIVE, CFSS
- FEMA compliances, Liaising with RBI department and Banks and Handled compounding.
- Drafting and finalization of business Agreement and others.

**Company- Shriniwas Polyfabrics & Packwells Pvt. Ltd., Indore**

**Jan 2016 To Dec 2016**

**Position- Company Secretary**

**Responsibilities**

- Drafting & finalization of notices, Resolutions, Letters, minutes.
- Appointment and Resignation/removal of Directors and Auditor.
- Incorporation of the Company.
- Preparation and finalization of Director's Report and annexes thereof.
- Shifting of registered office within the city, and outside limit of the City.
- Maintaining Statutory Register and Constitute Different types of Committee as per CA, 2013

**QUALIFICATION & CERTIFICATION**

- Scrum Master Certification, from Star Agile (Scrum Alliance), 2023
- LL.B. from Vikram University, Ujjain, MP, passing year 2019
- Company Secretary from ICSI, New Delhi, passing year 2015
- B. Com from RDVV, Jabalpur, Passing year 2011