

# RESUME

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**VASUDHA AGGARWAL**  
**ASSOCIATE COMPANY SECRETARY**

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## CAREER OBJECTIVE

Looking forward to an exciting career, with lot of challenges, opportunities, and to work as an active team builder to earn name and fame. To achieve personal as well as organizational goals within stipulated time period and make a mark in my field of specialization. Can work under pressure and handle multi tasks.

## QUALIFICATIONS

Educational Qualifications		
Dec, 2006	CS Final in 1 <sup>st</sup> attempt	Institute Of Company Secretaries of India
June, 2011	LL.B Degree	Himachal Pradesh University
Academic Qualification		
2004	B.Com from GGDSD College, Sec 32, Chd.	Punjab University
2001	Senior Secondary, Model School, Chd.	C.B.S.E.
1999	Secondary from Convent School, Kalka	C.B.S.E.
Computer Proficiency		
Operating system: Windows 7,8,10,11		
Office tools: Microsoft Office. Free hand in Microsoft Word & Microsoft Excel.		
Skills		
<ul style="list-style-type: none"><li>• Communication</li><li>• Drafting</li><li>• Time Management</li><li>• People Management</li></ul>		

## PROFESSIONAL EXPERIENCE (15+ Years)

### Duties & Responsibilities

#### 1. Board, Committees & General Meetings

- Convening and conducting the Board, Shareholder & Committee Meetings
- Drafting Notice, Agenda & Minutes for Board Meetings, Shareholder Meetings and Committee Meetings.

#### 2. ROC Related Work

- Preparation and timely filing of Forms/ Returns etc with ROC and other Regulators.
- Preparation of Director's Report, Annual Return, Notices etc.
- Payment of Stamp Duty on Share Certificates / Allotment etc.
- Corporate Action for Issue, allotment of shares/dematerialization of shares.
- Ensuring all compliances under the Corporate Laws, Secretarial Standards and Rules made thereunder and other corporate laws.
- Maintaining statutory books including register of members, directors, charges & loans.

- Done Change in name and registered office address of Companies.
- Doing all the work related to MCA 21 like obtaining DIN, DSC and E Filing etc.
- Work relating to Incorporation and change of main objects of a Company, change of Limited to Private Ltd. Company.

### **3. CSR & ICC Committees**

- Determining applicability of CSR, Calculation of amount of CSR expenditure
- Suggesting various projects for CSR expenditure.
- Preparation & Filing of CSR Reports with ROC.
- Attending CSR & ICC Committee meetings.
- Preparation & Filing of POSH returns.
- Amicably handled the cases falling under POSH.

### **4. Legal Work**

- Drafting and vetting of various types of Agreements/ contracts /legal documents.
- Framing various MOU, LOI & Settlement Agreements.

### **5. FSSAI Matters**

- Apply for new FSSAI Licenses
- Renewal & Modification of FSSAI Licences
- Filing of Annual Return under FSSAI Act.

### **6. Demat of Shares & ESOPs**

- Apply for ISIN for Various companies
- Demat Account opening for shareholders
- Dematerialization, Share Equalization, Original Records (Shares)
- ESOP Monitoring & Implementation

### **7. Liasioning**

- Visiting District Registrar, Gurgaon for registration of Partnership Firm and its change of address and name change.
- Liasioning with various stakeholders including Government Departments, Consultants, auditors (Statutory, Internal & Compliance), Shareholders, advisors etc.

### **8. Miscellaneous Work**

- Compilation of various accounts related details and presenting same to Management.
- Liasioning with various Banks with respect to various loans & charges.
- Peer Reviewing
- Held Restructuring transactions like Demerger.

## **COMPANIES WORKED WITH**

- I. **VARUNA Group (December 22 – till date) as Senior Company Secretary**
- II. PMV Group (February 12 – December 22) as Senior Company Secretary
- III. JCBL Group (March 2008 – October 2011) as Company Secretary
- IV. Mr. Anil K. Aggarwal, Advocate and Company Secretaries (August 2007 - February 2008)
- V. Ind-Swift Laboratories Limited as Trainee Company Secretary For 15 Months

**CHARACTER TRAITS**

Punctual, Hardworking, Optimistic.

**HOBBIES**

Reading, Traveling and Cooking

**REFERENCES**

As per the requirement

**Date of Birth** - 8<sup>th</sup> January, 1984

**Gender** - Female

**Marital Status** - Married

**Languages known** – English, Hindi & Punjabi

**Nationality** - Indian

**Father's Name** – Mr. Anil Kumar Aggarwal

**Present Address** – Flat No. 104, Tower D5,  
Uniworld Gardens -2, Sector -47, Gurugram

I hereby acknowledge that above mentioned details are true to the best of my knowledge and belief.

Date:

Place:

(Vasudha)