

DEEKSHA PATHAK

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*To provide value added, professional expertise as **COMPANY SECRETARY / COMPLIANCE OFFICER** contributing to the profitability of the organization through best practices*

CAREER PROFILE

- ~ Solutions focused, proactive and industrious **Company Secretary** with **4 years** of experience in **Secretarial Compliance and Stock Broking Compliance**
- ~ Hands-on experience in Company Secretarial works and Companies Act
- ~ Good experience of delivering corporate governance
- ~ Good expertise in the interpretation of legislation and regulation
- ~ Knowledge in implementing assurance and compliance frameworks and processes in a complex environment
- ~ Extensive knowledge of office practices, and teamwork principles
- ~ Ability to liaise with colleagues and assigned teams, in a collaborative manner
- ~ Ability to manage and execute all assigned tasks, efficiently and in a timely manner
- ~ Persuasive communicator with exceptional relationship management skills with the ability to relate to people at any level of business and management

CORE STRENGTHS

- ~ **Drafting**
- ~ **Stock Broking Compliances**
- ~ **ROC Compliances**
- ~ **Secretarial Compliance**
- ~ **Good team player**

- ~ **Positive Attitude**
- ~ **Hardworking and quick learner**
- ~ **Quick Adaptability**
- ~ **Sincerity and Self-Confidence**
- ~ **Commitment towards work**

ACADEMIC CREDENTIALS

Pursuing **Law (LLB)** from State Law College, Bhopal

CS Professional Program (CS - Final) from Institute of Company Secretaries of India in 2017 (**Membership ACS 53259**)

B.Com. (Advertisement) from Sarojini Naidu College, Barkatullah University, Bhopal in 2014 with 70.24%

12th from C.B.S.E in 2011 with 68.08%

10th from C.B.S.E in 2009 with 66%

Certifications & Seminars

- ~ Certificate Course on Forensic Audit
- ~ Certification Course of Tally, ERP 9 from NIIT Bhopal
- ~ Seminar organized by Institute of Company Secretaries of India (ICSI)
- ~ Seminar organized by Chapters of ICSI

Technical Skills

- ~ Microsoft Office: Word, Excel, PowerPoint
- ~ Tally, ERP 9

SUMMARY OF SKILLS

- ~ Prepared and filed various corporate documents at the office of Registrar of Companies
- ~ Drafted and presented meeting minutes
- ~ Scheduled and attended Board meetings and designated Committee meetings
- ~ Prepared meeting minutes and recorded proceeding for review
- ~ Drafted and submitted all documents, on time
- ~ Co-ordinated and followed-up with work activities of administrative officers of company

PROFESSIONAL CONTOUR

SAFAL CAPITAL (INDIA) LIMITED, Ahmedabad
Compliance Officer (work from home)

(Feb'20 – May'22)

Key Deliverables:

- ≈ Efficiently handled Compliance (Quarterly, Half Yearly & Yearly) pertaining to Stock broking company.
Name of exchanges: NSE, BSE, MCX, NCDEX, ICEX
- ≈ Managed ROC compliances
- ≈ Surrendered Membership (MCX, NCDEX, ICEX)
- ≈ Post-Merger of holding company with its subsidiary compliances
- ≈ Strategic alliance with the other stock broking company compliances in exchange

AADHI ENTERPRISES PRIVATE LIMITED, Chennai
Company Secretary

(May'19 – Jul'19)

Key Deliverables:

- ≈ Prepared and filed Charge related E-forms with MCA
- ≈ Filed forms for appointment and removal of Directors and Auditors
- ≈ Transferred shares and managed compliances for company as filing of DIR-3KYC, INC-22A, DPT-3, BEN-2, DIR-3KYC WEB
- ≈ Prepared Directors Report and Drafting of notice, agenda, resolution for company
- ≈ Prepared Minutes of Board, Extra-Ordinary General Meetings and Annual General Meetings
- ≈ Communicated and coordinated with ROC, MCA, NCLT

SARTHI CAPITAL ADVISORS PRIVATE LIMITED, Mumbai
Executive Merchant Banker

(Nov'17 – Sept'18)

Key Deliverables:

- ≈ Conducted Due diligence and search report
- ≈ Coordinated with RTA for DEMAT of Shares
- ≈ Gave application for Scores ID
- ≈ Assisted in the preparation of Draft Prospectus
- ≈ Coordinated with Company and Bank for Opening of Public Issue Account
- ≈ Drafted and assisted in the preparation of various agreements
- ≈ Released 1% Security Deposit with National Stock Exchange Limited
- ≈ Prepared and coordinated with printers and publishers for publication of Pre-Issue Advertisement and Basis of Allotment Advertisement

MUTREJA & ASSOCIATES (Law Firm), Bhopal
Management Trainee (CS Internship)

(Nov'15 – Mar'17)

Key Deliverables:

- ≈ Responsible for the incorporation of Private Companies
- ≈ Prepared and filed Annual Filing E-Forms of various Companies and LLPs
- ≈ Incorporation of LLPs, Removal and appointment of Partners in LLPs
- ≈ Changed in LLP Agreement and filed various forms
- ≈ Prepared documents for Striking of Companies
- ≈ Assisted in Secretarial Audit

PERSONAL DOSSIER

Date of Birth: 23rd October, 1993
Languages Known: English & Hindi