

## **Avneesh Mishra**

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### **SYNOPSIS:**

- Competent and versatile Professional with experience covering wide spectrum of functional domains such as Compliance Management, Contracts & Agreements, Finance & Capital Budgeting, Project Management & Delivery, Supply Chain Management, Strategic Planning and Business Development.
- Currently working with TAL Manufacturing Solutions Limited (A TATA Enterprise) Pune, as Management Trainee (Finance & Legal Dept.) May 2015 till date, prior as Company Secretary Trainee (Finance & Legal Dept.) December 2013 to April 2015.
- Has worked at Apya Foods Pvt Ltd – Khana Khazana, as an Entrepreneur from June 2013 till December 2013.
- Has Served Coaltech Engineers Pvt. Ltd. Bhopal, as Manager - Operations & Business Development, August 2010 to June 2013.
- Has served Matrix Cellular International Services Pvt. Ltd, Mumbai, 09-10, as Business Development Executive at and also responsible for the marketing and selling of International Simcards and Data Cards.

### **JOB RESPONSIBILITIES:**

*As Company Secretary Trainee/ Management Trainee (Finance & Legal Dept.), at TAL Manufacturing Solutions Ltd. Pune (December 2013 till Date)*

TAL Manufacturing Solutions Limited (TAL) is a 100% subsidiary of TATA Motors Limited, engaged in the business of providing factory automation solutions and design & manufacturing of a wide range of machine tools. The Company operates in the five business units mainly Machine Tools, Equipments and Material handling Systems, Fluid power solutions and components & assemblies for Aerospace Component Business. A gist of assignments:

**(1) Legal:** Legal has been an important part in my training in TAL. Being in the Corporate Office, assisting the Head Legal & Company Secretary 'CS' in;

- (a) Drafting/vetting and finalizing of various business Agreements such as 'Long Term Supply Agreements', 'License Technology Agreements', 'Memorandum of Understanding', 'Confidentiality Agreements' (NDA), Sale/Purchase/Dealers Agreements, Corporate Guarantees and other legal/commercial documents.
- (b) Dealing with lawyers in all respect for the legal cases, under the purview of District/ lower Court.
- (c) Winding up petition in High Court.

**(2) Secretarial:** Being the core area of my profile, assisting the CS in handling the Secretarial activities of the Company viz:

- (a) Conduction of Board & Committee Meeting of the Directors and General Meetings of Shareholders of the Company and entire pre-post work thereof.
- (b) Capital Restructuring, infusion of Capital through Rights Issue and ICD's.
- (c) CG Approval for Managerial Remuneration with MCA.
- (d) Handling the Secretarial Audit and ensuring compliances viz filing of forms/returns with Registrar of Companies/other Government Authorities.

- (e) Drafting of Minutes, Resolutions, Notices, Annual Report & Directors Report and maintaining the Statutory Registers as required pursuant to the Companies Act, 1956 & 2013.
- (f) Performance Evaluation of the Board of Directors, Section 178 of the Companies Act 2013.
- (g) Registration of Charges with MCA.
- (h) Ensuring the SOX Compliance & Compliance Certification.
- (i) Assisting the finance dept. in Transfer Pricing Audit, Cost Audit and Statutory Audit, limited to the Secretarial requirements.
- (j) Application to Central/ State Government Departments for various critical operational licenses.

**(3) Contract Management:** Being the core area of my profile, assisting the CS in handling the Secretarial activities of the Company viz:

- (a) Preliminary analysis and vetting of the Contracts and briefing to the Head Legal thereafter.
- (b) Internal meetings and discussions for finalizing the Long term contracts with BD Team, particularly for Aerospace Sector. Assisting in the discussions & taking legal opinions on the International business contracts from the foreign Law Firms, as necessary.
- (c) Contract Negotiation with Customers.
- (d) Concluded 3 LTA's and 2 Technology Licensing Agreements.
- (e) Working for a mechanism to ensure a robust system for contract management.

*As Entrepreneur, at Apya Foods Pvt. Ltd. Madhya Pradesh (June 13 till December 13).*

- Developing new product line with launching consumer packs of Whole Wheat Flour and other Wheat ingredients. Launching, Promoting & Branding the product line in Madhya Pradesh and Maharashtra States.
- Planning, Budgeting and Capital Management (Including Working Capital Management with the aid from Banks).
- Application to the regulators for all the relevant licences including Import & Export Licence and ISO & OHS Accreditation for the Manufacturing Unit.
- To monitor the business from existing channel and developing new channel partners & traders in order to promote the product in modern trade. **Have succeeded in adding Bharti Walmart and Reliance Cash & Carry within 3 months.**

*As Manager – Operations & Business Development, at Coaltech Engineers Pvt. Ltd. Bhopal (Aug 10 till June 13).*

- Responsible for handling the Business Operations & Development for the State where the main global OEM customers include Nokia Siemens Networks, Ericsson India Pvt. Ltd, Alcatel-Lucent India Ltd, NEC India Pvt Ltd., ALNMSI. Have Succeeded in expanding the clientele by adding Bharti Infratel Ltd, American Tower Corporation, Vodafone Spacetel Ltd., Bharti Airtel Ltd., Idea Cellular Ltd., Delta India Electronics and Lineage – GE Power Solutions.
- Responsible for the acquisition of new Projects for the customers with monitoring and ensuring the delivery of the same in assigned timeline.
- Managing the operational activity associated with projects like; Strategic Planning, Procurement & Sourcing, Deployment and Controlling.
- Have successfully established a collaboration with BOSCH Ltd and delivered the **first Solar PhotoVoltaic Solution for Vodafone Operator in MP/CG Circle.**

*As Business Development Executive, International Marketing & Sales at Matrix Cellular International Services Pvt. Ltd. (December 09 to Aug 10).*

- Business marketing to various government / non-government organizations, including commercial businesses, governments and institutions, facilitating the rendering of services to other companies or organizations. Responsible for analysis of unique requirements of the customer and providing solutions. Responsible for marketing and distribution at Mumbai level for International Simcards & Data cards.

#### **PROFESSIONAL ACHIEVEMENTS & INITIATIVES:**

- **Best Participant & Best Group 'Gold Medallist'** at the 22<sup>nd</sup> MSOP held by Pune Chapter of ICSI.
- Key member of the Team who has won the **Inaugural Compliance Awards 2014** i.e. **'Excellent Performers 2014'**.

- **Faculty @ TAL** - Induction and Internal Training Sessions on Tata Code of Conduct, SHAR Policy (Sexual harassment of Women at Workplace, Avoidance & Redressal) and Competency Building.
- **A proven Track Record** – In the core field at TAL Manufacturing Solutions Ltd., Pune, have won many awards and appreciation from corporate house.
- **A proven Track Record** - Consistently performance in Operations and Business Development (basis FY performance against business objectives) in Coaltech Engineers.
- **Leveraging the End to End Solutions dynamics**- Developing business association with other Vendors in same segment to enable the same solution within the umbrella of Coaltech Engineers, which is in sharp contrast to the One Stop Shoppe Principle in same area. Bharti Airtel Operator Vodafone Spacetel has the highest service user provided by Coaltech Engineers under this.
- **Focus on the Drivers of tomorrow** – Successfully delivered the *first Solar Photovoltaic Solution in M.P for Vodafone Spacetel Limited in April 2013*.
- **Innovation through strong customer relationship** - Implemented end to end solutions with 20+ Core services and various secondary services.
- **Compliance Management** - Extensively worked for CII/FICCI Accreditation Process and QMS Certifications: ISO 9001:2008 and OHSAS 18001. Core OHS & First Aid trained with 'A' Grade.
- **Guest Lecturer** – MAEER's MIT Pune for past 3 years and also delivered Orientation Sessions & Lectures for Various Industries and Institutes being in the panel of CII Bhopal.

#### ACADEMIA:

- Cleared **ICSI CS Professional Examination** in June 2016.
- Completed **Post Graduate Diploma (PGD) in Finance & Marketing** from MAEERS' MIT School of Telecom and Management Studies, Pune with an aggregate percentage of 67 in the year 2010.
- Completed **Bachelors of Business Administration (B.B.A.)** from Prestige Institute of Management and Research, Indore in the year 2007.
- Passed Higher Secondary with commerce stream from Gurunanak Public School, Itarsi with an aggregate percentage of 78 in the year of 2003-04.
- Passed High School from Gurunanak Public School, Itarsi with an aggregate percentage of 58 in the year of 2001-02.

#### EXTRA CURRICULAR ACTIVITIES:

- Founder Secretary, Youth Development for Social Environment and Welfare Society (NGO), Itarsi in the year 2011.
- NCFM Certification in Financial Market and Derivative (Dealers) Module.
- Training programme on "POKA – YOKE" organized by TATA MOTORS, Pune.
- WINNER of Poster Presentation (Topic: ATM for Blind) on WORLD TELECOM DAY at MITSOT.
- EVENT COORDINATOR of "DEBATE" and "CHESS" in college annual function MANTHAN 06.
- CO -COORDINATOR of "DISCIPLINE COMMITTEE" and "SPONSORSHIP COMMITTEE" at MANTHAN 05-07, the annual function of the institute.
- SUMMER INTERNSHIP at graduation with "RELIANCE MONEY" at Indore.
- Holds 3rd position in city in G.K competition conducted by Pachmari Wildlife Sanctuary (M.P Govt.).
- Scores 58%marks in math's competition conducted by NTSC.

#### ACHIEVEMENTS/ HONOURS & AWARDS:

- "A" Grade Certified RTI Activist - Department of Personnel and Training, Ministry of Personnel, Public Grievances and Pensions - Government of India in association with Centre for Good Governance, Hyderabad.
- TATA Management Training Center with Harvard Business Publishing – Certification in "Principles, Approaches and Best Practices in *Budgeting*".
- Group Leader of Placement Cell at MITSOT for the year 2009.
- Academic Coordinator (Student Section) at MITSOT 2008.
- "MASTERMIND" – winner of business quiz competition at MITSOT 2009.
- CHAIRPERSON of "MARKETING CLUB" at MITSOT for the year 2009.
- Awarded as Mr. TALANTED in school for the year 2003.
- Played SOFTBALL, HOCKEY and CRICKET at STATE LEVEL.
- Commander of school band for 6 years.

## **MAJOR RESEARCH PROJECT (SUMMERS):**

### **KIRLOSKAR BROTHERS LTD., PUNE (July – Aug 2009)**

- The summer internship project involved in identifying the plausible avenues for Kirloskar Brothers Ltd. in there the then newly introduced Marine & Defense segment, Genuine B2B Marketing and Research Assignment with Pre Specified Limited Customer List.
- Direct reporting to General Manager (M&D) and Associate Vice President – Kirloskar Brothers Limited.
- The project segregated in 2 measures, 1. Meetings with Military Engineer Services Designators and Ship Manufacturers (Govt. & Non Govt.) 2. Collecting genuine and relevant data as per specifications in internal meetings as the end customers are 2 Armed Wings of GOI.
- The research was relevance with the then market trend of Kirloskar's Various Offering and the Industry trend in buying these machineries from OEM's and to promote the offerings amongst aforesaid customers.
- Detailed Presentation of Kirloskar Brother Limited Profile and Offerings at each aforesaid customer's premises with GM Sir and AVP Sir.
- To Study the basic and foremost important operational features including planning, targeting, approaching and closure in B2B segment.

## **ADDITIONAL RESEARCH PROJECT:**

<b>Organization</b>	: <b>RBI/ INDIAN INSTITUTE OF FOREIGN TRADE (IIFT)</b>
<b>Project Title</b>	: "Exchange rate fluctuations and its impact on export oriented units at Pune."
<b>Duration</b>	: 15 Days
<b>Description</b>	: Research on hedging strategy, problem faced by export companies in current scenario and what they want from the RBI in new Foreign Trade Policy.

## **PROFESSIONAL STRENGTHS:**

Compliance Management, Secretarial & Transfer Pricing Audit, Contract Management, Business Development/ Alliances and Marketing, Project & Supply Chain Management, People Sensivity, Learning Ability, Excellent Interpersonal Skills and Strong Relationship Management Skills.

## **PERSONAL INFORMATION:**

Date of Birth	: June, 03 – 1987	Sex	: Male
Nationality	: Indian	Marital Status	: Single
Hobbies	: Interacting with People, Travelling and Gaining knowledge from every where.		
Permanent Address	: 43, Tirupati Nagar, Surajganj, Itarsi – 461111, Madhya Pradesh, India.		
Passport	: K4987958		

## **REFERENCES:**

Available on request.

## **DECLARATION:**

I vouch for the authenticity of above mentioned facts.

Place: Pune.

Date:

**(Avneesh Mishra)**