

**KINJAL GOVANI**  
**A50009**

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## **CAREER OBJECTIVE**

To seek suitable position in your reputed organization that would enable optimum utilization of my skills and efforts for the professional growth of myself with Company profile while being resourceful, innovative, flexible to complete my assignment with efforts against the best in the Company.

## **PROFILE**

- Academically astute, having keen interest in **Legal and Company Secretarial Compliance**, determined to carve a niche in the industry. Possess significant & in-depth knowledge of **various Laws and Regulations**;
- Proficient in implementing Statutory Enactments and Compliances with ability to relate theory with practice well developed communication & presentation skills with a high degree of flexibility, creativity, commitment and optimism.

## **WORK EXPERIENCE**

- Completed 15 months of CS Management Training with M/s. Aabid & Co., Practicing Company Secretaries, Mumbai. During the Training, I was deputed to M/s. Sahana Group of Companies - a group of more than fifty private companies.

## **EDUCATIONAL CREDENTIALS**

<b>Professional Qualification</b>		
<b>Examination</b>	<b>Institute</b>	<b>Year of Passing</b>
C.S. Professionals	ICSI	June 2016
C.S. Executive	ICSI	Dec 2012
C.S. Foundation	ICSI	June 2011
B.Com	Malini Kishore Sanghvi College	March 2013
H.S.C	Malini Kishore Sanghvi College	Feb 2010
S.S.C	Childrens Academy School	Feb 2008

## **COMPUTER PROFICIENCY**

- Good acquaintance with MS Office applications like Word, Excel and PowerPoint.
- Comfortable with internet application in extracting information and making effective communication.
- Well conversant with the usages of MCA portal and e-filing of forms in due compliance with Companies Act, 1956.
- Familiar with the websites of other authorities like BSE, NSE, HIGH COURT etc.
- Preparation of Final Accounts in XBRL format in XBRL software (Webtail & Complaw).

## **STRENGTHS**

- Sincere in the work assigned
- Quick learner of Difficult things
- Can Handle work pressure
- Understands Responsibilities

## **PERSONAL DETAILS**

- ❖ Nationality : Indian
- ❖ Date of birth: 3<sup>rd</sup> June, 1992
- ❖ Languages known: English, Gujarati, Hindi, Marathi
- ❖ Marital Status: Single
- ❖ Fathers Name : Mr Girish Govani

### **I. MAJOR TASK HANDLED**

1. Worked in Aabid & Co. as a Trainee and handled the office staff and compliance of Various Companies including private companies, unlisted companies, listed companies, NBFC.
2. Assistance in Audit process and Audit related query of Binani Metals Limited and Binani Zinc Limited.
3. Involved in Merger Process of Private Companies.

### **II. THE COMPANIES ACT, 2013 AND THE COMPANIES (AMENDMENTS) ACT, 2015:**

Well versed with the Compliances under the Companies Act, 2013 and the Companies (Amendment) Act, 2015.

#### **1. Regular Compliances:**

- i. Preparation of Minutes, Notice, Agenda, Action Taken Report (ATR), Statutory Registers and various Disclosures as per the Companies Act, 2013/1956, Company Rules and SECRETARIAL STANDARD;
- ii. Annual Filing (Normal and XBRL mode), Annual Return, Cost XBRL Filing;
- iii. Secretarial Audit;
- iv. Preparation and filling of various E-forms with the ROC related to:
  - A. Avail Director Identification Number (DIN) and correction in DIN details.
  - B. Appointment and resignation of Directors, KMP;
  - C. Change in shareholding or Transfer of Shares;
  - D. Amendment in Article of Association and Memorandum of Association of the Company;
  - E. Declaration of Beneficial Interest in the Company (MGT-4, MGT-5 and MGT-6);
  - F. Increase in Authorized Capital of the Company etc.
  - G. Appointment and Resignation of Statutory Auditors of Companies;
  - H. Creation, Modification and Satisfaction of Charge;
  - I. Appointment of Cost Auditor and Cost Audit Report;
  - J. Annual Filing Forms (Annual Report composing, Pre-AGM activities and Post-AGM activities);
  - K. AGM Extension;
  - L. Managerial Remuneration.

## **2. Event Base Compliances:**

- i. Incorporation of Private, Public, OPC, Foreign Subsidiary Companies under the Companies Act, 2013;
- ii. Conversion of Limited Liability Partnership /Partnership Firm into Private/Public Company;
- iii. Compliances on Change in Name, Registered Office, Object clause of Articles of Association.
- iv. Drafting and Alteration of Memorandum of Association (MOA) and Article of Association (AOA) pursuant to JV Agreement
- v. Handling of Right issue, Private Placement of Shares under Companies Act, 2013;
- vi. Issue of Share Certificates and related work;
- vii. Conversion of Private Company into Public Company;
- viii. Strike Off and Fast Track Exit of Companies;
- ix. Assisted in Secretarial Audit of Listed and Unlisted Companies;
- x. Drafting & vetting of Legal Agreements, Preparation of Affidavits;
- xi. Digital Signature related all work;
- xii. All Compliance relating to Section 25 Companies;
- xiii. Compounding for delay in filling of Charge and Various other form;
- xiv. Compliances related to deposits of the Company;
- xv. Drafting of Application, Directors Affidavits, Company Affidavit, Consent Letters, Notice, Explanatory Statement, Petition, newspaper advertisements and all other documents related to merger of Companies.

## **3. Other Compliances under Companies Act:**

- i. Preparation of Search Report and Charge Report for Banks and other Lending Companies;
- ii. Preparation of Bank Due Diligence Report;
- iii. Drafting of Policies - Risk Management Policy, Corporate Governance Policy, Nomination and Remuneration Committee Policy;
- iv. Preparation of Scheme of Arrangements;
- v. Scrutinizer Report and voting Results as per Section 108 of the Companies Act, 2013.

## **4. Research related work under Companies Act:**

- i. Preparation of notes and opinion on the various queries of the Client;
- ii. Preparation of brief notes on Important Sections, Circulars, Notifications;
- iii. Due Diligence of Companies;

## **III. SEBI (LISTING OBLIGATIONS AND DISCLOSURE REQUIREMENTS) REGULATIONS, 2015.**

- 1. Quarterly, Half Yearly and Annual Compliances of listed companies as per SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015;
- 2. Pre and Post Compliances of Board Meeting; (Like preparation of Agenda, Minutes, Intimation in Newspapers & Stock Exchanges Compliances Etc.);
- 3. Convening of AGM/ EGM and other class meetings (including pre & post Compliances with the respective meetings)

#### **IV. LIMITED LIABILITY PARTNERSHIP ACT, 2008.**

1. Drafting of all documents required for Incorporation of Limited Liability Partnership (LLP);
2. Preparation and Filing of E-Forms related to incorporation with Registrar of Companies (ROC);
3. Annual Filing of Limited Liability Partnership with ROC;
  
4. Drafting of "Amendment to Agreement" to amend the clauses related to business, appointment and removal of Designated Partners and Partners;
5. Preparation and Filing of E-Forms to file Amendment to Agreement;
6. Drafting of Affidavits, Indemnity Bond and other documents to strike off the LLP;

#### **V. FOREIGN EXCHANGE MANAGEMENT ACT 1999.**

1. Filling of various reports and returns which include *FCGPR, ECB-2, FLA, APR*.
2. Other event based compliances under various regulations i.e. ECB, Borrowing or Lending in Foreign Exchange Regulation, Foreign Direct Investment Regulation, Import-Export Regulations etc;

#### **VI. WORK DONE UNDER OTHER ACTS.**

1. Registration of Trademark;
2. Registration and Renewal of Company premises under Shops and Establishment Act;
3. Application to avail and modification of Import Export Code;
4. Registration of PTEC and PTRC;
5. Payment of Stamp Duty for various documents through GRAS;
6. Registration under Service Tax Act;
7. Preparation of Application and other documents to avail Credit Rating from Credit Rating agencies.

I hereby declare that the above information is true, correct and complete to the best of my knowledge.

**Date:**

**(KINJAL GOVANI)**

**Place:**