

# Minal Lakhani

Contact No.: +91 – 9033114379

Email Address: [minal.lakhani31@gmail.com](mailto:minal.lakhani31@gmail.com)

Correspondence Address: A-502, Subh Residency, Near Laxmi Narayan Temple, Raiji Baug, Junagadh – 362 001

Accomplished and performance-driven Company Secretary (Membership No.: ACS 48624) with domain experience in Finance & Accounts, Liaising & Coordination and Relationship Management. Capable of grasping new technical concepts quickly, with a proficiency in explaining complex data in simple non-technical manner. Effective communicator with excellent relationship building and interpersonal skills.

## PROFESSIONAL EXPERIENCE & KEY DELIVERABLES:

**AMRADEEP INDUSTRIES LIMITED, AHMEDABAD | COMPANY SECRETARY & COMPLIANCE OFFICER | SINCE DEC 2021 TO TILL DATE**

**CVM GROUP, JUNAGADH | COMPANY SECRETARY & COMPLIANCE OFFICER | SINCE MAY 16, 2019 – NOV 2021**

**GANGA FORGING LIMITED, SHAPAR (VERAVAL), RAJKOT | COMPANY SECRETARY & COMPLIANCE OFFICER | FEB 2018 – MAY 15, 2019**

**SHILPAN STEELCAST PVT. LTD, RAJKOT | COMPANY SECRETARY | MAR 2017 – JAN 2018**

- Listing procedure of Ganga Forging Limited.
- Handling of ERP software
- Managing Import-Export
- Preparation of invoice
- Documentation of bill landing
- Pre and Post shipping documentation
- Compliances with Companies Act, SEBI Rules and Regulations which includes various quarterly, half yearly and annual compliance.
- Drafting of documents like Minutes and Resolution and distributing them to appropriate Departments / Personnel.
- Preparation of various Statutory Registers maintained by Company and timely updation of the same.
- Registration of Digital Signature of Directors / Managers under Ministry of Corporate Affairs.
- Managing compliance related to Drafting, Notices and Agendas.
- Filing of corporate E-forms with ROC.
- Annual filing of the Company for the related year.
- Drafting of MBP-1 for the disclosure of Directors interest in other entities.
- Assisting in planning and organizing Board and General Meetings; communicating Company decisions to the relevant stakeholders.
- Monitoring changes in legislation and the regulatory requirements and taking corrective measures.
- Liaising with company lawyers and auditors.
- Coordination in preparation and filing papers with the Registrar of Companies.
- Procedure of Delisting of shares for Exclusively listed company.
- Compliances of NBFC Registered under RBI.
- Compliances of LLP.
- Drafting of Agreements and deeds.
- Compliances of Group of Companies.

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## ARTICLESHIP TRAINING

- Vikas Suthar & Associates | Dec 2015 TO Jul 2016
- Chetan Shah & Associates | May 2013 TO Aug 2013
- Caregrowth Broking Pvt. Ltd. | Jan 2013 TO Apr 2013

## EDUCATION

- C.S. | Institute of Company Secretaries of India | June 2016
- M. Com | Saurashtra University | Apr 2013
- B. Com | Saurashtra University | Apr 2011
- LL.B. | Saurashtra University | Pursuing

## PERSONAL DETAILS

- DOB: August 31, 1991
- Languages Known: English, Hindi and Gujarati