

Priyanka Verma

[CS, M.com, IPR Practitioner, Start-up advisor]

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CAREER OBJECTIVE

A career in a leading, progressive and demanding organization providing ample growth and learning opportunities with an aim to contribute positively towards its goal to the best of my capabilities.

ACADEMIC AND PROFESSIONAL QUALIFICATION

Examination	Institution/Board	Year
ACS	ICSI	2019
M.COM	IGNOU	2019
B.COM	Delhi University(SOL)	2017
Class XII	CBSE	2014
Class X	CBSE	2012

WORK EXPERIENCE

- Internship from Sumit Grover and Associates, Company Secretary (October, 2019- October, 2021)

ASSIGNMENTS HANDLED DURING THE INTERNSHIP

- Incorporation of Companies and Secretarial Compliances thereto;
- Dealing in Intellectual Property Rights;
- Dealing in FDI and other remittances;
- Registration of Start-ups;
- Registrations of MSMEs and handling compliances thereto;
- GST, PAN and TAN Registration;
- Dealing with FOSCOS (FSSAI License);
- Dealing matters with Hon'ble Tribunal
- Filing of return under GST;

BRIEF DETAILS OF WORK HANDLED DURING INTERNSHIP

Companies Act

- Incorporation of Companies- Private Companies; One Person Company; Non Profit Organization
- Appointment of auditor in First Board Meeting and in First Annual General Meeting
- Drafting of Notice, Proof of dispatch, Attendance Sheet and Minutes
- Change of name of Company from Public to Private
- Shifting of Registered Office of the Company from one state to another State
- Annual Filing of the Public Company, Private Company and Government Company by converting the Financial Statements into xml by XBRL, filing of Form AOC-4 and MGT-7
- Secretarial Audit of the Private Companies
- Drafting and vetting of Form MGT-8 of Private Companies and Public Companies
- Appointment of Auditor and compliances thereto
- Private Placement of Company
- Increase in Authorized Share Capital of the Company
- Transferring of shares from one person to another person

Intellectual Property Right

- Application of Trademark;
- Drafting and filing of reply of Trademark Examination report and Opposition Notice
- Attending hearing of Trademark
- Application of Copyright;
- Drafting and filing of reply of Copyright
- Application of Patent on behalf of applicant.

Foreign Exchange Management Act

- Filling of Form FCGPR
- Filing of Form FCTRS
- Filing of FLA
- Filing of APR
- Filing of FCS Form
- Compounding

Other Corporate Laws

- Application for Start-up Registration;
- Application for MSME Registration;
- GST Registration
- Filing of GST Returns
- Application for PAN and updation
- Application for TAN and updation
- Application under FSSAI for registration and License

Tribunal Matters

- Drafting and filing of petition to Hon'ble NCLT in Delhi and Chandigarh
- Attending hearing in NCLT
- Deals with matters of Consumer protection

TECHNICAL SKILLS

MS- Office	Skillful
Information Technology	Skillful

AWARDS AND ACHIEVEMENTS

- Certificate of 2 days Induction Academic Program in 2017 by NIRC (ICSI);
- Certificate of 3 days E- Governance Academic Program in 2017 by NIRC (ICSI);
- Certificate of 5 days Skill Development Program in 2019 by NIRC (ICSI);
- Letter of Appreciation in 2016 by NIRC of ICSI;
- Certificate in Advanced Tally by LBSTC in 2016;
- Receipt of Certificate of Appreciation in 2020 from Panipat Chapter of NIRC-ICSI;
- One day TOT Special Training in COVID organized by FSSAI;
- Certificate Course in FEMA by Institute of Company Secretaries of India;
- Completed all level of course on Intellectual Property Right by L2Pro in association with Startup India;
- Attended online training Programme on Labour code and rules organized by VVGIRI;
- Publication of Articles by Taxguru
- Certificate of commitment from Central Vigilance Commission
- Certificate of Participation in *Ek Bharat Shreshtha Bharat Quiz* and Constitution Quiz
- Certificate of commitment from MyGov.

KEY STRENGTH

- Meeting timelines
- Team working
- Focused
- Positive attitude
- Adaptive & Sincere

HOBBIES

- Learning new things
- Creative Things
- Research and Development
- Writing Articles

PERSONAL DETAILS

Date of Birth	14.06.1997
Language Known	English and Hindi

Date:-

Place:- Faridabad