

Pragya Arora

Summary

Enthusiastic and motivated student pursuing Company Secretary (CS) with a strong academic background and a passion for corporate governance and compliance. Eager to secure an internship opportunity that will provide practical exposure to the corporate world and allow me to apply my theoretical knowledge in a real-world setting. I am committed to contributing my diligence, attention to detail, and communication skills to support the success of a dynamic organization while honing my professional acumen and fostering personal growth. Through this internship, I aim to gain invaluable industry experience and build a strong foundation for a rewarding career as a Company Secretary.

Personal Details



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Vaishali, Ghaziabad, UP

Hobbies

- Music
- Gym & Yoga
- Reading Books
- Watching Movies

Education

2022-Present

Institute of Company Secretaries of India (ICSI)

COMPANY SECRETARY (CS) (ONGOING)

2021 - Ongoing

Delhi University

B.COM

2019 - 2021

Central Board of Secondary Education (CBSE)

HIGHER SECONDARY EXAMINATION (12TH CLASS)

Certificates

- Legal and Compliance Matters Simplified for Startups & SMEs
- Public Speaking for Entrepreneurs
- Master Your Business Model
- Basics of GST for Businesses
- Grow your eCommerce business with Youtube

Skills

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)
- Strong communication and interpersonal skills
- Attention to detail and ability to maintain accurate records
- Excellent time management and organizational abilities
- Understanding of company laws and corporate governance principles

Others

- Debate 1st prize in School
- Volunteered for Sewa (NGO) in school
- Took part in mun(modern united nation) and won verbal mention
- Played kho-kho and won second prize
- Badminton inter school and inter house