

Curriculum Vitae

Name: Krupali Shah

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Maharashtra.

Career Objective:

To give my level best with the institution I work with. To work with the organization that provides me a friendly environment along with good career opportunities. My objective is to learn all the aspects of my job in an organization that would help me to sharpen my skills and to become good Company Secretary.

Personal Profile:

Date of Birth	:	22/02/1994
Gender	:	Female
Nationality	:	Indian
Language Known	:	English, Hindi, Gujarati, Marathi.
Marital Status	:	Single

Educational Qualifications:

Degrees	University / Institute	Marks	Percentage
SSC	Maharashtra Board	527/650	81.07 %
HSC	Maharashtra Board	480/600	80.00 %
T.Y.BCOM	Mumbai University	576/700	82.28 %

Foundation Programme	ICSI	242/400	Cleared
Executive Programme	ICSI	332/600	Cleared
Professional Programme 1.First Group	ICSI	154/300	Cleared
2.Second Group	ICSI	157/300	Cleared
3.Third Group	ICSI	156/300	Cleared

Work Profile:

Completed 15 months Apprenticeship with M/s. Makarand Joshi & Co

Secretarial Compliances	Secretarial Updation, Preparing Board Report of Public & Private companies, Incorporation of the companies, Alteration of MOA & AOA, Private Placement, Preparing Due Diligence Report, Shifting of RO, Compounding of offences, Conversion of Dormant to Active Company, Preparation of Due Diligence and Search Report, filing various forms with the ROC.
SEBI Compliances	Quarterly, Half yearly & Annually Listing Compliances with the Stock Exchanges, Preparing Board Report and Scrutinizer Report of listed entities, Annual General Meetings Compliances.

Work Experience of 16 months as Relationship Manager with M/s. Pramod S. Shah & Associates

FEMA Compliances	Filing of Form FCGPR for subscribers to Memorandum of Association and right issue, Filing of Foreign Assets and Liabilities (FLA) with RBI, Registration with DGFT for obtaining Import and Export Code (IEC),
SEBI Compliances	Listing Compliances, Secretarial audit of Listed companies as per Section 204 of the Companies Act 2013, Issuing Annual Secretarial Compliances as per Regulation 24A of SEBI (LODR) regulations, 2015.
Secretarial Compliances	Incorporation of Foreign subsidiary companies in India, Change in the Financial Year to Calendar Year of foreign subsidiaries, Secretarial Updation, Preparing Board Report of Public & Private companies, Extension of Compulsorily Convertible Debentures Compliance, Extension of Annual General Meeting Compliances, filing various forms with the ROC, filing of the standalone and consolidated financials of listed, public and private companies in Extensive business reporting language (XBRL).
Labour Laws Compliances	Registration under Maharashtra Shop and Commercial Act, Registration under Professional Tax (PT)
LLP Compliances	Incorporation of LLP, Annual Filing, and Filings of allied forms for incoming and outgoing partners.

Work Experience of 3 months as an Associate with M/s. MGB Advisors Private Limited

Secretarial Compliances	Preparation of Inspection report, XBRL of standalone and consolidation, Vetting of minutes, notices, notes to agenda of and Board reports of Public and Private Companies, Preparation and vetting of Annual filing forms, Application for ISIN with NSDL for Private Limited Company, Attending Board meetings and making of presentations for the same etc.
SEBI Compliances	Listing Compliances
LLP Compliances	Incorporation and annual filing of LLP's
FEMA Compliances	Vetting of Form FCTRS for share transfer

I am willing to learn more by joining your esteemed organization if you provide opportunity for the same.

**Yours Sincerely,
Krupali Shah**