

Curriculum Vitae

CS Mayank Lashkari
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VISION

- ❖ Become a good corporate governor and utilize my skills, knowledge and capabilities in such a way through which I can take my organization altogether on a best corporate governance level.

PROFESSIONAL QUALIFICATION

- ❖ Associate Member of The Institute of Company Secretaries of India, New Delhi with Membership No. A34448.

EDUCATIONAL QUALIFICATION

- ❖ B.COM. from D.A.V.V Indore (M.P.).
- ❖ HSC from M.P. Board.

TRAINING EXPERIENCE

- ❖ Compulsory Computer Training with NIIT, Indore (M.P.).
- ❖ Training Oriented Program (TOP) from Indore Chapter (M.P.).
- ❖ 15 months Management Training from M/s Geetika Agrawal & Co., Indore (M.P.).
- ❖ RMSOP Training from CCGRT Belapur, Navi Mumbai (M.H.)

COMPUTER LITERACY

- ❖ Basic knowledge of Computer and Internet.

STRENGTHS

- ❖ Work on priority.
- ❖ Work hard.
- ❖ Keen to learn.
- ❖ Work life balance.

PERSONAL DETAILS:

Mother's Name	: Mrs. Bharti Lashkari
Father's Name	: Mr. Prem Kumar Lashkari
Spouse Name	: Mrs. Shruti Pardeshi Lashkari
Daughter	: Baby Prakshali Lashkari
Son	: Master Sarvaswa Lashkari
Date of Birth	: September 28, 1986
Sex	: Male
Nationality	: Indian
Marital Status	: Married
Languages Known	: English, Hindi and Marathi
Vaccination Status	: Vaccinated with both the dose

WORK EXPERIENCE (8 Years, Pre and Post Membership)

Name of the Organisation	Designation	From	To
Reliance Home Finance Limited (BSE and NSE Listed), Dadar, Mumbai (M.H.)	Manager, CS	April, 2020	December, 2021
Aneja Associates Internal Audit Firm, Mumbai (M.H.)	Manager, CS (Internal Auditors)	April, 2018	April, 2020
Libord Finance Limited (BSE Listed) Fort, Mumbai (M.H.)	Company Secretary & Compliance Officer	April, 2017	April, 2018
C.J. Gelatine Products Ltd. (BSE Listed) Bhopal (M.P.)	Company Secretary & Compliance Officer	April, 2014	March, 2017
ISE Securities & Services Ltd. (Subsidiary of Interconnected Stock Exchange) Belapur - Navi Mumbai	Senior Executive	August, 2012	March, 2014

❖ WORK EXPOSURE**A. Compliance under Companies Act**

- ✓ Hold board, committees and general meetings of the listed and un-listed companies;
- ✓ E-Voting and postal ballot procedure;
- ✓ Compliance with respect to change of name and registered office, increased in authorised shares capital, amendment in MOA and AOA of Companies;
- ✓ Allotment of equity shares on preferential basis to promoters and non-promoters of listed company;
- ✓ Issue of shares warrants convertible into equity shares on preferential basis to promoters and non-promoters of listed Company;
- ✓ Submission of e-forms including annual filing with XBRL to the Registrar of Companies;
- ✓ Disclosures from Board and KMPs;
- ✓ Compliance with respect to powers of board, borrowing, loan and Investment and related party transaction;
- ✓ Appointment and remuneration of managerial personnel;
- ✓ Secretarial and internal audit;
- ✓ Maintenance of statutory registers;
- ✓ Compliance with secretarial standards 1 and 2.

B. Adherence of regulations applicable to Listed Company

- ✓ Quarterly, half yearly and yearly compliance under SEBI (LODR) Regulations, 2015;
- ✓ SAST and Insider Trading Regulations;
- ✓ Monitoring of SEBI SCORE;
- ✓ Co-ordination with depositories, register and transfer agent, investors and other stakeholders;
- ✓ Monitoring of BENPOS of the Company;
- ✓ XBRL procedure.

C. Legal

- ✓ Drafting of basic agreements;
- ✓ Tracking, maintenance and monitoring of agreements, legal cases and litigation;
- ✓ Assist advocates legal representatives;
- ✓ Drafting of SOPs.

D. Investor Relations

- ✓ Understand the investors need;
- ✓ Provide solution for investor grievance within the prescribed guidelines notified by regulators i.e. SEBI, Exchanges and NHB, RBI and others;
- ✓ Adherence of procedure in line with rules and regulations issued by market regulators;
- ✓ Monitoring of company's activity with respect to interest of investors.

E. Review compliance monitoring system.

F. Review and audit secretarial, listing, legal and HR compliances during internal audit assignments of the following organisations :

- ✓ HDFC Limited.
- ✓ Tata International Limited.
- ✓ Aditya Birla AMC and Housing Finance Co..
- ✓ Nayara Energy Limited (Formerly known as Essar Oil Limited).
- ✓ The Clearing Corporation of India Limited.
- ✓ NSDL e-Governance Infrastructure Limited.
- ✓ Kansai Nerolac Paints Limited.
- ✓ Motilal Group.
- ✓ Piramal Group.
- ✓ Ambit Group.
- ✓ Avendus Group.
- ✓ Lathia Group.

DECLARATION

- ❖ I hereby declare that all the information made in this profile is true and complete to the best of my knowledge & belief.

Place:

Date:

Mayank Lashkari