

Curriculum Vitae

Personal Details:

- Name : Jyoti G. Gupta
- Date of Birth : 8th December 1983
- Nationality : Indian

Educational Qualification:

- Passed T.Y.B.Com Examination from Mumbai University with 63.29%.
- Passed H.S.C. Examination from Maharashtra State Board of Higher Secondary Education with 68.67%.
- Passed S.S.C. Examination from Maharashtra State Board of Higher Secondary Education with 68.66%.

Professional Qualification:

- Passed Group I and IV of Professional Programme (Final) of The Institute of Company Secretaries of India.
- Passed Intermediate Examination of The Institute of Company Secretaries of India.

Work Experience:

Name of the Organisation: XPRESS TRADE LINK Consultants and Advisors

Experience – 5 years 7 months - July 2005 to December 2010

Job Title – Accountant

Scope of Work - Maintaining Books of Accounts, Preparing Trial Balance, Financial Statements, Maintaining Accounts Payable/ Receivables, Preparation of Bank Reconciliation Statement. Monthly Cash Budgets

Name of the Organisation: TRADE-WINGS LIMITED - A Company Listed on Bombay Stock Exchange

Experience – 15 months - January, 2011 to April, 2012

Job Title – Management Trainee

Scope of Work - Assisting the Compliance officer in Secretarial Department and also handling independent assignments as follows:

- Compliances of the relevant provisions of the Companies Act, 1956 / 2013, SEBI regulations, Listing Agreement, etc.
- Handling Mergers, Amalgamations and Winding up of group Companies. Co-ordinating with lawyers, ROC, Regional Director, Official Liquidator and related compliances.
- Preparation of Annual Report, annual filing and other incidental compliances.
- Maintenance and periodic updation of statutory registers of the Company and its group companies.
- Co-ordinating with Statutory Auditor and Secretarial Auditor.
- Conducting Postal Ballot.

Name of the Organisation: TRADE-WINGS LIMITED - A Company Listed on Bombay Stock Exchange

Experience – I have continued to worked after completion of my management traineeship in Trade-Wings Limited, a Company Listed on Bombay Stock Exchange for 6 years 3 months i.e. from June, 2012 to till date (September 2018).

Job Title – Secretarial Officer

Scope of Work – Handling the entire Secretarial Department and also handling independent assignments as follows:

- Compliances of the relevant provisions of the Companies Act, 1956 / 2013, SEBI regulations, Listing Agreement, etc.
- Handling Mergers, Amalgamations and Winding up of group Companies. Co-ordinating with lawyers, ROC, Regional Director, Official Liquidator and related compliances.
- Preparation of Annual Report, annual filing and other incidental compliances.
- Maintenance and periodic updation of statutory registers of the Company and its group companies.
- Co-ordinating with Statutory Auditor and Secretarial Auditor.
- Conducting Postal Ballot.