


Delhi, India 8750344808 navgeet_k@yahoo.in 

Navgeet Kaur Bhatia

Company Secretary, LL.B., B.Com (H)

Compliance Professional with proven experience of 5 years in Compliance, Legal, Banking, Accounting and Secretarial services. I have been a proficient, diligent and efficient collaborator throughout my career.

SKILL SET	PROFILE SNAPSHOT
Company Regulations Compliance Strategies Corporate Governance Corporate Social Responsibility Drafting Maintaining Statutory Records Change of registered office Fast Track Merger XBRL; Annual Filing Listing Compliance Due Diligence Financial Statements Bank Reconciliation	<ul style="list-style-type: none">• Drafting of Agreements, Lease Deed, Contracts, Power of Attorney and Memorandum of Understanding etc.• Composition of Committees under Companies Act, 2013• Ensuring that highest standard of administrative process & corporate governance are promoted and maintained• Maintaining all statutory registers and blueprint• Banking Compliance and procedures; FEMA; Companies Act, 2013• Monitoring changes in the business legislative and regulatory environment• Reporting in a timely & accurate manner on company procedures & developments

ORGANISATIONAL EXPERIENCE

Organisation Name	Date of Joining	Date of Resigning
Pan India Corporation Limited (NSE BSE Listed) (Internship)	June 1, 2013	August 31, 2014
Factum Legal, Advocates and Solicitors	September 1, 2015	December 31, 2018
Apco Chetak Ultraway Private Limited	April 8, 2019	September 30, 2020

Services provided to companies on behalf of Factum Legal

Company Name	Services provided
Travel Food and Services (Delhi Terminal 3) Private Limited	HR Audit
Duet India Hotels Private Limited	Legal, Banking and Compliance services
Rio Tinto India Private Limited	Compliance, Legal, Secretarial, Accounting and Banking services

Factum Legal, Advocates and Solicitors is a boutique law firm providing a comprehensive range of legal services and solutions for domestic and international clients. The firm specializes in M&A, Corporate Restructuring, Legal Due Diligence, Commercial Agreements, Corporate Compliance & Governance, Taxation, Registration & Licensing Services etc.

Apco Chetak Ultraway Private Limited was incorporated for development of Delhi-Meerut Expressway. It is Associate Company of Apco Infratech Private Limited having registered office at B-9, Vibhuti Khand, Gomti Nagar, and Lucknow-226010.

ASSIGNMENTS HANDLED

- Drafting of Various Agreements, Lease Deeds, Contracts, Power of Attorneys and Memorandum of Understanding etc.
- Composition of Inter Complaint Committee and drafting of Prevention of Discrimination Harassment and Bullying in the workplace policy under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013
- Holding Board Meetings, Extra-ordinary General Meeting, Annual General Meeting and Committee Meetings
- Drafting of Board Resolutions, Minutes of Board Meeting, Shareholders Meeting and other Committee Meetings as per Companies Act, 2013
- Compliances under SEBI (Listing Obligation and Disclosure Requirements), 2015.
- Shifting of Registered office from one state to another
- Filing of Documents and Forms in Extensible Business Reporting Language (XBRL)
- Fast Track Merger
- Formation of Trust, Non-profit Organization
- Allotment of securities through Private Placement
- Increasing of authorized capital
- Buy-Back of securities
- Filling of various forms to RBI i.e. Return on Foreign Liabilities and Assets, Advance Remittance Form, FC-GPR, FC-TRS etc.
- Application to RBI under FIRMS (Foreign Investment Reporting and Management System)
- Assessment of Financial Statements as per Companies Act, 2013
- Assisted the management for actions to be taken for internal audit
- Preparing and Reviewing Bank Reconciliation Statements
- Basic Accounting Treatments
- Working with Business Support Services (BSS) teams for entries under SAP software
- Opening and Closing of Accounts with Banks, Change in authorized signatories and KYC
- Assisted for receiving scrips under Service Export from India Scheme (SEIS) under India Foreign Trade Policy 2015-20 (FTP 2015-20)

- Registration/renewal of companies on Legal Entity Identifier (LEI) portal, which is a unique global identifier for legal entities participating in financial transactions. Also known as an LEI code or LEI number, its purpose is to help identify legal entities on a global database.

EDUCATION

- Member of The Institute of Company Secretaries of India. (Membership No: A-44087)
- LL.B from CCS University, Meerut in 2016
- B.com(Hons) from Delhi University in 2013
- Senior Secondary Examination conducted by CBSE Board in 2009 with commerce background
- Secondary Examination conducted by CBSE Board in 2007

TECHNICAL SKILLS

- Computer: Basics, Ms-office, Ms-Excel, Ms- PowerPoint and Computer Training by Aptech.
- Working knowledge of accounting software (SAP, Tally).
- High degree of adaptability to adjust to new environment.
- Positive attitude in adverse conditions.
- Willing to take challenging responsibilities and capacity to execute them in the best possible way.
- Tempted for learning new skills & applying as per demand applicable.

PERSONAL DETAILS

- Date of Birth: 14th January, 1992
- Husband's Name: Mr. Surinder Singh Bhatia
- Nationality: Indian
- Marital Status: Married
- Languages Known: English, Hindi, Punjabi
- Permanent Address: K-87 A, Laxmi Nagar, New Delhi-110092

Place: Delhi

Date: 05.02.2021

Navgeet Kaur Bhatia