

**CS SHIVANGI SINGHAL**

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Mobile No.: 9899268665

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I would like to introduce myself as a professional capable of working under pressure, possessing good communication skills and has the ability of working efficiently.

**Career Objective:**

Seeking a suitable & challenging position in your organization that draws upon my strengths, allows me to learn and grow at every given opportunity and benefit the organization at the same time.

**Work Experience:**

- 12th September, 2017- Till Date

Worked as Company Secretary with CA ON WEB PVT LTD, a global tax and accounting consulting company that serves clients from all sectors. Heading the Business Registration Team.

- 1<sup>st</sup> July, 2016 to 31<sup>st</sup> December, 2016

Worked as Assistant Company secretary with M/s Jatin Gupta & Associates, Company Secretaries, Karol Bagh, New Delhi, a renowned firm providing corporate, secretarial and consultancy services.

- 5<sup>th</sup> March, 2015 to 5<sup>th</sup> June, 2016

Worked as a CS Trainee for 15 months from with M/s Jatin Gupta & Associates, Company Secretaries, Karol Bagh, New Delhi.

- 24<sup>th</sup> June, 2013 to 31<sup>st</sup> December, 2013

Worked as a Health counsellor with Max Bupa Health Insurance Co. Ltd.

**Job Responsibilities Handled:**

- E-Filing of various forms on the MCA-21 portal & secretarial record updation of Private Limited Companies with regard to ROC, Statutory Registers, Board & General Meeting Minutes.

- Incorporation of Company and Limited Liability Partnership.
- MSME registration under Udyam portal, Partnership Registration
- Startup India Registration with the Department for Promotion of Industry and Internal Trade (DPIIT).
- Blog Writing.
- LLP Compliance, Annual filing, Changes in partners, Change in capital contribution, profit sharing ratio etc.
- Preparation of documents related to increase in authorized share capital, change of name, change of object, and change of registered office from one state to another and within the state.
- Drafting & Preparation of Notices, Agenda, Resolutions and Minutes of Board Meetings, Annual General Meeting, Extraordinary General Meeting, Statutory Meeting & Director's Report.
- Online Inspection and preparation of search/status reports.
- Worked on change in Directors, like appointment, resignation and change in designation of Director.
- Preparation & filing of Annual e Forms- AOC-4, preparation & Annual Return e Forms- MGT-7.
- Drafting of various documents and assisting in Merger.
- Conducting Secretarial Audit and preparation of audit report.
- Winding up of the companies.

**Educational Qualification:**

- Pursuing L.L.B from Chaudhary Charan Singh University, Meerut Qualified Company Secretary, ICSI, 2016
- B.Com from Kamala Nehru College, Delhi University, in the year 2013 with 69.05%, First Division
- Class XIIth from Amity International School, Noida in the year 2010, with 86.04% marks.  
Class Xth from Amity International School, Noida in the year 2008, with 76.02% marks.

**Computer Literacy:**

- MS Word, Excel, Power point etc.
- E-filling and working on the Internet.
- Familiar with the MCA Portal.

**Achievements:**

- Member of National Cadet Corps (NCC) awarded with rank SERGEANT and have successfully completed the B and C certificate examination alongwith 2 CATC camps.

**Personal Details:**

Father's Name:	Mr. Rajesh Kumar Singhal
Date of Birth:	08 <sup>th</sup> December 1992
Address:	H.no-367 Sector-37, Noida, 201303
Marital Status:	Unmarried
Languages known:	English & Hindi

**Declaration**

I hereby declare that the facts given in my resume are correct to the best of my knowledge and belief.

Date:

Place:

Shivangi Singhal