


CURRICULUM VITAE

ABHISHEK GOEL

(Company Secretary)

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WORK EXPERIENCE	EDUCATION
<p><u>ESPIRE GROUP</u> As Associate Company Secretary  October 2018 – January 2021</p> <p>Appointed as a Company Secretary of Espire Resorts Private Limited.</p> <p><u>Work Handled:</u></p> <p><u>Secretarial Compliances:</u></p> <ul style="list-style-type: none"><input type="checkbox"/> Preparation & Maintenance of statutory records and registers<input type="checkbox"/> Annual filings of Group of Companies<input type="checkbox"/> Alteration of clauses of Memorandum of Association and Articles of Association of the Company<input type="checkbox"/> Increasing authorized Share capital of the Company<input type="checkbox"/> Appointment and resignation of Auditors<input type="checkbox"/> Formation of Audit Committee & Nomination & Remuneration Committee as per Companies Act, 2013<input type="checkbox"/> Registration on LEI<input type="checkbox"/> Handling records of other promoter run group Companies<input type="checkbox"/> Appointment of WTD, MD along with calculation of remuneration as per Companies Act, 2013<input type="checkbox"/> Formation of CSR Committee as per Companies Act, 2013<input type="checkbox"/> To obtain MSME certificates for the companies<input type="checkbox"/> Various other secretarial compliances as per Companies Act, 2013 <p><u>RBI and FEMA Compliances</u></p> <ul style="list-style-type: none"><input type="checkbox"/> Filing of APRs, FLA returns etc.<input type="checkbox"/> Assisted in Overseas Direct Investment<input type="checkbox"/> Liaisoning with RBI in relation to compliances done <p><u>Other Assignments</u></p> <ul style="list-style-type: none"><input type="checkbox"/> Execution of Loan documents as and when credit requirements occurs<input type="checkbox"/> Liaisoning with banks in relation to loans and other miscellaneous works<input type="checkbox"/> Liaisoning with insurance persons pursuant to obtaining/ renewal of business insurance policies	<p><u>Qualified Company Secretary</u> The Institute of Company Secretaries of India (ICSI) – December 2017</p> <p><u>Pursuing L.L.B from Chaudhary Charan Singh University, Meerut</u></p> <p><u>Masters of Commerce (BPCG)</u> Indira Gandhi National Open University (IGNOU)- 2018</p> <p><u>Bachelors of Commerce</u> University of Delhi – June 2015</p> <p><u>Higher Secondary Education</u> CBSE- 2011</p> <p><u>Secondary Education</u> CBSE- 2009</p> <p><u>ACKNOWLEDGEMENT</u></p> <ul style="list-style-type: none"><input type="checkbox"/> Completed various training programmes conducted by ICSI<input type="checkbox"/> Got ‘Merit Certificate’ from Academy of Geography Teachers, Delhi for participating in the Social Science/ Geography Talent search Examination, 2008- 2009. <p><u>STRENGTHS</u></p> <ul style="list-style-type: none"><input type="checkbox"/> Analytical skills, Leadership, Positive attitude and adapting to changing environment<input type="checkbox"/> Active listening<input type="checkbox"/> Team Spirit

- ☐ Loan foreclosure etc.

SAURABH AGRAWAL & CO., BARAKHAMBA ROAD

As Management Trainee



July 2016 - December 2017

Assignments Handled:**Secretarial Compliances:**

- ☐ Preparation of Agenda, Notices, Minutes of Board Meetings/ General Meetings/Board Level Committee Meetings as required under Companies Act, 2013
- ☐ Preparation of various resolutions in accordance to the provisions of Companies Act, 2013
- ☐ Preparation of Director Report & Annual Report of the Company
- ☐ Inspection of documents at MCA portal of various Companies
- ☐ Changing registered Office of Company from one state to another state
- ☐ Completion of all legal formalities in relation to appointment/cessation of Director, Managing/Whole – time Director (KMP)/Approval of remuneration etc.
- ☐ Reorganization of company like Alteration in Object Clause, Change in Authorized Share Capital, Change of Name, Allotment of Shares & all various other matters incidental thereto Creation, Modification and Satisfaction of Charges
- ☐ Incorporation of Companies including Foreign Subsidiaries
- ☐ Worked on compliance related to Right Issue and Allotment of Shares
- ☐ Secretarial Audits
- ☐ Maintaining documents, registers, reports and returns as required
- ☐ Preparation of Search Report as required by banks
- ☐ Onsite inspection of documents of companies pursuant to the order of court

RBI and FEMA Compliances

- ☐ Filing of ARF, FC-GPR with the Reserve Bank of India
- ☐ Working on E-biz portal

Other Assignments

- ☐ Applying and obtaining DIN
- ☐ Visiting various Listed and Public Companies for Secretarial audits and other Secretarial works on regular basis
- ☐ Liaisoning with Government officials of Registrar of Companies and various other authorities

SKILLS

Working Knowledge of MS Office & Internet Surfing. Efficient in E-filings. Familiar with the MCA portal and websites of other Government Authorities.

DOB: 21/04/1994

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