

COVERING LETTER

Dear Sir/Ma'am,

This letter is my formal application for the Post of Company Secretary vacancy.

I already possess experience of a similar role and have all of the skills highlighted in your job description. This fact alone makes me confident that I will be able to hit the ground running and become an immediate and valuable asset to your company.

Herein I have enclosed with this letter a copy of my Curriculum Vitae which provides a detailed description of my education and experience. I am available for an interview at your earliest convenience, and feel that an arranged meeting between us will be beneficial to all as it will allow me to explain in more detail how I can contribute to your organization

I thank you for taking the time to review my application and expectantly wait to hear a positive response from you.

Yours sincerely,

RASHI GUPTA

Encl: Curriculum Vitae



RASHI GUPTA

ASSOCIATE COMPANY SECRETARY

Assisting Managing Director of the company in all daily functions including documentation, sending e-mails, arranging meetings and disseminate information. Providing guidance to the directors of the company as to their duties, responsibilities.

✉ GUPTARASHI317@GMAIL.COM

📞 7905967276/7499087972



Profile Summary



Value Life

EXPERIENCE: JUNE 2018- SEPTEMBER 2019

A Competent Professional with an experience of nearly 1 Year 3 Months in the field of secretarial, corporate compliance and related matters as a whole-time Company Secretary with Vygon India Private Limited, New Delhi which is synonymous with quality and reliability in the field of single-use medical and surgical products.

- Independently and with my co-trainee handled secretarial and timely compliances of applicable laws to the Company.
- Commitment and strong organizational skills have led to appreciation from the peers, seniors and from the clients.
- Interacted with clients to expand networking and performed tasks as assigned.
- Catered to individual corporate clients' requirements.
- Reported to the company's board any failure on the part of the company or a director to comply with the Memorandum of Incorporation or rules of the company.
- Ensured that minutes of all shareholders meetings, board meetings and the meetings of any committees of the directors, or of the company's audit committee, are properly recorded in accordance with the Company Act.
- Filed required returns and notices in terms of the Company Act and certified that all such returns and notices were true and up-to date.
- Regularly updated confidential personnel files and closely monitored files for accuracy.
- Composed memoranda and correspondence.
- Liaisoning with Registrar of Companies Office, New Delhi.
- Drafting and vetting of various agreements like Lease Agreements, Facility Service Agreements, Trust Deed, etc.
- Drafting of other legal documents like affidavits, Letter of Authority, Renewal & Termination Letters, Undertakings etc.
- Filing of Entity Master Forms (RBI Filing) and Single Master Forms, FLA Return.
- Preparation of Digital Signature Certificates of Clients.

EXPERIENCE: SEPTEMBER 2019 TILL PRESENT

*Currently working with **Indo Alusys Industries Limited** as a **whole-time Company Secretary**, that is disrupting surgical industry in India Indo Alusys Industries Limited (IAIL) is among the leading aluminium extrusion companies in the country and a pioneer in the production and innovation of Aluminium extruded products.*

- Independently handling secretarial and timely compliances of applicable laws to the Company.
- Developing and maintaining positive professional working relationships with Directors, NEDs and senior managers within the business.
- Highly organized and with excellent personal time management.
- Ensuring that company secretarial matters are properly managed.
- Implementing new Companies Act as and when applicable to the Company.
- Convening and conducting of Board, Committee and Annual General Meetings.
- Consistently striving for improvements in process and working practices.
- Ability to work with all levels of the organisation in a professional manner.
- Competent computer skills, with a strong knowledge of MS Word, MS Excel, MS Powerpoint, MS Outlook.
- Ability to multi task in a fast paced environment, prioritizes tasks, and consistently meets deadlines.
- Maintaining of all statutory Records and Registers as required under the provisions of Companies Act, 2013 and other applicable laws.
- Preparing Notices, Director Report, Resolutions & minutes of AGM, EGM, BM and Committees Meeting.
- Liaisoning with Registrar of Companies Office, New Delhi.
- Dealing with Stock Exchange for filing returns and other regular correspondence for a Public Company.
- Demat, transfer and transmission of Shares.

PROFESSIONALTIMELINE










6 months	Trainee	– At U.P. Stock Exchange limited, Kanpur
9 months	Trainee	– Under PCS Shravan Vishnoi, (office at 117/16, Ist Floor,
		Sarvodaya Nagar, Kanpur Nagar - 208005.

DURING THE TRAINING PERIOD :-

- Incorporation of Companies
- Preparing Various Checklists
- Drafting of Minutes, Drafting of Documents related to Meetings (Board Meeting and

Annual General Meeting),

- Drafting of Resolutions
- Name Approval
- Certified Copies
- Master Data Correction
- Other E-Forms Approval
- Applying for Service Tax Registration
- Applying for Employees State Insurance Corporation (ESIC)Registration
- Applying for Registration of Medium, Small and Micro Enterprises (MSMEs)
- Applying for Employees Provident Fund (EPF)Registration
- Role check on MCA21 for Directors, Managers and Professionals

			Academic Details
Motivator		➤	B.Com. from Kanpur University 2013
Communicator		➤	12th from C.B.S.E. Board in the year 2010
Planner		➤	10th from C.B.S.E. Board in the year 2008
Collaborator			 Professional Qualification:
Analytical		➤	MBA (Finance) from CSJM University, Kanpur (Uttar Pradesh) in 2018
			Company Secretary from ICSI, Kanpur (U.P.) in June, 2017
			IT Skills
		➤	Completed compulsory training on "Information Technology in the Corporate Environment " from APTECH Computer Education Centre.
		➤	Well versed with MS-Office.
			<u>PERSONAL DETAILS:-</u>
			Date of Birth: 07 SEP 1992,
			Languages Known: English, Hindi
			Address: C31, South Extension Part-1, New Delhi-110049.