



AYUSHI AGRAWAL

(ASSOCIATE MEMBER OF I.C.S.I.)

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ACS-56644

CAREER OBJECTIVE

In quest of challenging and growth oriented assignments in secretarial, legal and finance sector; which would enable me to explore my skills and knowledge and bring my abilities to effective use for creating value for the organization.

WORK EXPERIENCE

1. **Company Secretary** (Dec '18 – Dec '20) **NeuSource Startup Minds India Limited, Delhi**

➤ Secretarial Work as per Companies Act, 2013:

- Incorporated Public, Private, Nidhi Company, Limited Liability Partnership, Section 8, One Person Company, Producer, NBFC as per Companies Act, 2013
- Handled 59 min MSME loan, Udyam registration, Mudra loan, Halal License
- Handled ROC compliances
- Handled Trademark registration and counter reply
- Handled FSSAI basic, Central and State License, FSSAI renewal
- Handled Shop & Establishment, IEC registration and Society registration
- Handled PF and ESIC registration, Niti Ayog, NSIC, GeM Registration
- Handled de-materialization of share transfer
- Handled startup recognition and tax exemption
- Independently handled striking-off of companies in STK-2 as well as LLP in Form 24 and their PAN, TAN surrender
- Handled Alteration in object clause of Memorandum, company name change and address change of company outside the city.
- Handled GST registration, return, surrender and related amendments
- Handled Partnership Registration and Dissolution process
- Handled DIR-3KYC, INC-22A, INC-20A, DPT-3, MCA COVID-19, etc.
- Appointment and resignation of auditor, nominee, directors and LLP partners
- To communicate and represent on behalf of the company to various Ministries
- Handled and served clients in relation to startup consultancy services

2. **CS Management Trainee** (Sep '17 - Jun '18) **Noida Power Company Limited (NPCL), Greater Noida, UP**

➤ Secretarial Work as per Companies Act, 2013:

- Drafting of Affidavit, Indemnity Bond and SH-2 for duplicate share certificate
- Drafting of MoA/AoA and agreements
- Alteration of MoA (Change of Objects) and AoA of a company
- Handled in calling and convening of Committee Meetings such as Nomination and Remuneration Meeting, Corporate Social Responsibility Committee

- Meeting, Audit Committee Meeting and handling correspondence before and after meetings, collating information
- Shifting of Registered office of the company within the same city
- Assisted in Secretarial Audit
- Prepared Vigil Mechanism Policy and Performance Evaluation sheet of various Directors

3. CS Management Trainee

(Mar '16 - Sep '16)

Panchavaktra Power Limited, Gurgaon

➤ **Secretarial Work as per Companies Act, 2013:**

- Preparation of Annual filing of documents i.e., Notices, Agendas, Resolutions, Minutes, Annual Returns, Director's Report, Proxy form/Attendance Slip and filing of forms i.e., **AOC-4, MGT-7** with the Registrar of Companies
- Assisted in calling and convening of **General Meeting and Board Meetings**
- Preparation, Maintenance and updating **Statutory Books & Records** including register of Members, Directors and KMP's required under Companies Act, 2013
- Assisted in preparation of documents w.r.t. **increase in authorized share capital**
- Preparation of documents for the Incorporation of Company
- Preparation of documents for the striking-off the Company under **Fast Track Exit Mode**
- **Online filing of various E-Forms** under Companies Act, 2013 like DIR-8, DIR-12, MGT-14, DIR-6, CHG-4 with the Registrar of Companies

PROFESSIONAL QUALIFICATIONS

- **CS Professional (Module II)** - Cleared in June, 2017 (I.C.S.I.)
- **CS Professional (Module I & III)** - Cleared in December, 2016 (I.C.S.I.)
- **CS Executive (Module II)** - Cleared in December, 2013 (I.C.S.I.)
- **CS Executive (Module I)** - Cleared in June, 2013 (I.C.S.I.)

EDUCATIONAL QUALIFICATIONS

Examination	Board	University/School	Passing Year	Marks (%)
B. Com	-	Dr. B.R. Ambedkar University (D.B.R.A.U)	2014	64%
HSC / 12 TH	C.B.S.E.	St. Francis Sr. Sec. School, Hathras, UP	2011	70%
SSC / 10 TH	C.B.S.E.	St. Francis Sr. Sec. School, Hathras, UP	2009	72%

KEY SKILLS & COMPETENCIES

- Corporate Governance, Blogging, Due Diligence, Team management, Self-management, Multi-Tasking, Result Oriented, Presenter, Trainer
- Ability to communicate effectively and concisely
- Ability to analyze information/instructions given and make sound judgments' on time
- Skills to work under pressure and meet deadlines
- Ability to prioritize, plan and manage work load effectively
- Ability to take challenges, learn new things and be a self-starter at all times
- Excellent presentation, interpersonal & corporate communication skills
- Proactive attitude & hardworking

INDEPENDENT ASSIGNMENTS

- 59 min MSME Loan, Udyam Registration
- Start-up and Trademark Registrations
- Incorporation of various business forms

- GST Registrations and surrender
- Preparation of Secretarial Records
- Annual Filings with ROC
- FSSAI process
- Halal License, etc.

TECHNICAL SKILLS

- Well versed with MCA function & related websites www.mca.gov.in
- Knowledge in e-filing of Forms to file under Companies Act at MCA website
- Knowledge of **Microsoft Office Suite** (PowerPoint/ Word/ Excel / Outlook)
- Tally ERP 9

CURRICULAR ACTIVITIES

- Participated and got certified in Research Paper Writing Competition on the topic "Sustainability of Indian Economy Post Lock Down"
- Published blogs on **Spice+ web version form, Startup Artificial Intelligence scheme, and many more** (Link: <https://www.neusourcestartup.com/>)
- Successfully conducted training on the topic **Spice+ web form and related compliances** to a team of 10-12 people
- Lead as a Company Secretary Trainer
- Won 1st prize for **Best Project Report** in MSOP training conducted by NIRC, ICSI
- Participated in Online quiz programs on Insolvency and Bankruptcy code and other laws
- Served as House and Class Representative in Class XII

PERSONAL DETAILS

Father's Name : Mr. Pradeep Agrawal
 Date of Birth : January 19th, 1994
 Language Proficiency : English, Hindi
 Special Interest : Interacting with new people, listening to music, writing articles and blogs related to event base compliances, research and development

FUTURE PROSPECTS

Company Secretary is not just a designation, it's a responsibility. Increased Compliance are opening up new challenges for the professionals.

I would expect to work in a reputed corporate for gaining knowledge and experience.

DECLARATION

I hereby declare that all the facts furnished above are true to the best of my knowledge and belief.

Date:

Place: Noida

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 (Ayushi Agrawal)