

CS Divya Khandelwal

Mob: +91-9958875055

Address: A-16, Double Storey, Kalkaji, New Delhi-110019

E-mail id: divya.khandelwal11@gmail.com

CAREER OBJECTIVE

To carve out a niche for myself in the corporate world as a Company Secretary in an organization of repute where I can prove my abilities and talent and to work in the secretarial, legal and other related operations and to contribute towards organizational and personal growth. Always willing to take high level initiatives and can do multi-tasking.

PROFESSIONAL QUALIFICATION

- Qualified CS **Foundation** programme in June 2014.
- Qualified CS **Executive** programme 1st Module in June 2015.
2nd Module in June 2016.
- Qualified CS **Professional** programme 1st Module in December 2017.
2nd Module in June 2017.
3rd Module in June 2019.

EDUCATIONAL QUALIFICATION

- **Pursuing LLB from University of Rajasthan, Jaipur**
- Graduation: MJPRU: **Swami Educational Complex, B.Com**, Percentage- **67%**, June 2016.
- Intermediate: CBSE: Woodrow Senior Secondary School, Percentage- **68%**
- High School: CBSE: St. Josephs Senior Secondary School, CGPA- **9.0**

TRAINING

- Induction academic Program by **ICSI**.
- E-Governance academic Program by **ICSI**.
- Skill Development Program by **ICSI**.
- Entrepreneurship Development Program by **ICSI**.
- Management Skills Orientation Program by **ICSI**

WORKING EXPERIENCE

Current Organization- JCB India Limited.

Designation- CS Associate

Tenure- January 2018 to Present

Roles and Responsibilities-

- **Independently convened Board Meetings, Committee meetings and General Meeting** including **drafting of Notice and Agenda, Minutes and other Board papers**, including specifically the resolutions on Appointments/Resignations/, approval for Investments and Borrowings etc.
- Coordinating and communicating with the Board of Directors both in India and outside India.
- Preparation and timely filing/ uploading of statutory forms, returns, applications with the Registrar of Companies (ROC).
- Maintaining Statutory Registers and secretarial records.
- **Liaising** with auditors, management, other officials of the Company, Government and regulatory authorities, bankers etc.
- **Researching on various provisions** of the Company and other laws.
- RBI related compliances such as FLA Return and various other returns filed time to time .

- Adept in Drafting of various Agreements like **Service Agreements, Purchase Agreements, Warranty Agreements, Non-Disclosure Agreements, Lease Agreements.**
- Drafting Power of Attorney and Letter of Authority.
- Drafting replies to clarifications sought by ROC and other statutory/non-statutory bodies.
- Incorporation of Companies both in India and outside India.
- Handling the **Statutory Compliance Tool.**
- Filing of **RTI** under **MCA.**

SKILLS

- Familiar with Operating Systems like Microsoft Windows.
- Microsoft Office (Word, Excel, PowerPoint).
- Certified in **Advance Excel** from Aptech Institute.

KEY STRENGTHS

- Strong analytical, problem solving & organizational abilities.
- An effective communicator with excellent relationship building and interpersonal skills.
- Abilities to handle multiple compliances.
- Ability to perform actively as a team member.

ENGAGEMENTS & ACHIEVEMENTS

- **Winner** of Inter-School dance competition.
- Participated in Inter-School debate competition.
- **House Captain** of the School.

INTEREST AND HOBBIES

- Sports- Exercise, Running, Bicycling, Team Sports.
- Listening music (listen to classical and hard rock), go to movies.
- Reading books, Cooking, Travelling, Dancing.
- Computer learning and Surfing internet.

PERSONAL DOSSIER

- **Date of birth** – 30th December 1995.
- **Father's name** – Sunil Kumar Khandelwal
- **Permanent Address** – Sunil Seed Store
Cement Road
Puranpur (Pilibhit)
Uttar Pradesh-262122.
- **Languages known** – English, Hindi.
- **Nationality** – Indian

DECLARATION

I hereby declare that the above mentioned information and details are true to the best of my knowledge and belief.

DIVYA KHANDELWAL