

Urvashi Makkar

Company Secretary

Contact

Address

F-117, Sector 27
Noida, UP, 201301

Phone

817-685-3363
735-559-0546

Email

csurvashimakkar@gmail.com

Date of Birth

September 13, 1994

Skills

Strong organizational and time management skills

Excellent

In-depth knowledge of Secretarial software, Outlook, Microsoft excel and Word.

Very Good

Additional Qualifications / Certifications

- Certification on C++ (Basic & Advanced) conducted by IIT Kanpur
- Certification on "Data Structures & Algorithm" conducted by IIT Kanpur
- Certification on "Web Programming" conducted by IIT Kanpur

Hobbies

- Travelling
- Listening Music

References

Available on request

A highly efficient and competent company secretary with an ability to ensure that a company complies and operates in accordance with statutory and legal provisions. Excellent organizational skills, highly efficient and methodical with a good eye for detail. Keen to find a challenging secretarial position with a successful and ambitious company that offers opportunities for career development and advancement.

Work History

02/2019 - **Company Secretary Management Trainee**

06/2020 **TV18 Broadcast Limited (Network18 Group), Noida, Uttar Pradesh**

- Quarterly and Annual Compliances as per SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015
- Assisted in preparation of Annual Report (including Corporate Governance Report, Board Report, MGT-9, and Business responsibility Report etc.) of Listed, Unlisted Public and Private Companies.
- Responsible for all Company Secretarial functions, duties and responsibilities.
- Commercial Paper Listing
- Record Keeping
- Maintained Statutory Registers as per Company Secretaries Act, 2013
- Assisted in conducting Annual General Meeting, Board Meeting and Committee Meetings and prepared Agenda and Minutes thereof.
- Preparing and filing of various e-forms with MCA.
- Compliance with provisions of Foreign Exchange Management Act, 1999 for Annual filing with RBI, FC-GPR etc.
- Split, Transfer and Transmission of Securities.
- All other Secretarial Compliances of Listed, Public and Private Companies.
- Incorporation of Companies
- Ensuring the company complies with standard legal practice and maintains standards of corporate governance.

06/2018 - **Company Secretary Management Trainee**

01/2019 **Ritu Kathuria & Associates, New Delhi, Delhi**

Education

2019 - **LL.B** (pursuing)
present *CSJM University – Kanpur*

2015 - **Company Secretary**
2018 *ICSI* (Completed December 2018)

2016 - **M.Com**
2017 *CSJM University – Kanpur* **Score- 60 %**

2013 - **B.com**
2015 *CSJM University – Kanpur* **Score- 61 %**

2011 - **Intermediate**
2012 *UP Kirana Seva Samiti Vidyalaya - Kanpur* **Score- 84%**

2009 - **High School**
2010 *UP Kirana Seva Samiti Vidyalaya - Kanpur* **Score- 80%**