

## RESUME

**CS ANJALI SINGH**

**Membership No. - A56345**

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**Address:** D-3/56, Sangam Vihar, New Delhi -110062

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### ☐ Career Objective

To work with an organisation so as to obtain meaningful position that enables me to learn the new field and allows for advancement and to achieve the goals and objective of the organisation through the best uses of my knowledge that i have acquired. To work in a challenging atmosphere and put my potential to the best in fulfilling goals and learning maximum through consistent hard work and determination retaining human values.

### ☐ Soft Skills

- Communication and Drafting skills
- Interpretative
- Professional and decent behavior
- Dedication and punctuality
- Interpersonal skill and co-operative with the team members

### ☐ Educational Qualification

Qualification	Institute/Board/University			Percentage/marks obtained		
10 <sup>th</sup>	CBSE			66%		
12 <sup>th</sup>	CBSE			68%		
B.COM	Delhi University (SOL)			47%		
MCOM	IGNOU			55%		
CS (Executive)	1 <sup>st</sup> Group		2 <sup>nd</sup> Group	230	183	
CS (Professional)	1 <sup>st</sup> Group	2 <sup>nd</sup> Group	3 <sup>rd</sup> Group	154	163	153

### ☐ Technical Qualification

Basic Knowledge of Computer including MS Office, MS Excel, Outlook.

### ☐ Internship

Worked as CS Intern in IFCI Infrastructure Development Limited (IIDL), Government Company and a wholly owned subsidiary of IFCI Limited, India's first Financial Institution from May 09, 2017 to May 30, 2018.

### ☐ Working Experience

Presently working as a Company Secretary and compliance Officer in Stellar Capital Services Limited, Lahag Group

since 25.05.2019 till date. Earlier worked as a Company Secretary of G.S.T. Corporation Limited from September 21, 2018 to April 22, 2020. Experience of handling the various secretarial, Labour Compliances, Listing Compliances and other related matters of group companies engaged in “**Liquor Business**”:-

- SEBI Quarterly, half yearly and Annual Compliances under LODR, 2015 and Depository Participant Regulations;
- Disclosure under SEBI (Takeover ) Regulations & SEBI (Insider Trading) Regulations;
- RBI Compliances relating to change in director and filing of NBS-9, SAC Certificate and XBRL Filing;
- Preparation and filing of XML and financial statements for standalone and consolidated both (XBRL AND NON-XBRL), and annual return;
- Legal Metrology Registration and Modification in registration Certificate;
- Obtaining FSSAI License, Modification in FSSAI License and Submission of FSSAI Annual Return, Migration to FOSCOS Portal;
- Drafting and vetting of various commercial agreements;
- E-forms to be filed to MCA including PAS-6, DIR-3 KYC, DIR -12, DIR-6, MGT 14 etc.;
- Annual Filing of private, Public and Listed Company;
- Appointment and Resignation of directors including Independent director as per Companies Act’2013 & SEBI (LODR) 2015;
- Convening the Board meeting & Annual General Meetings;
- Drafting of Agenda, Minutes and Maintaining Statutory Registers, Annual Report;
- Change in Object Clause and Name Clause of the Company;
- Registration and Filing of opposition/Counter Statement in Trademark;
- Dematerialization of shares of the Company;
- GST Registration;
- Preparation of Sexual harassment policy and Risk Management policy;
- Transfer and Transmission of Shares in physical and Demat form;
- Amendment of MoA and AoA of Company to align them with Companies Act 2013;
- Registration or modification of Charge and filing of necessary forms to ROC;
- Increase in Authorized share capital of public Company;
- Allotment of shares on right issue basis in public Company.

#### ☐ **Personal Profile:**

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|-------------------------|---------------------------------------|
| ➤ <b>Father’s Name</b>  | : C.P Singh                           |
| ➤ <b>Date of Birth</b>  | : 29/09/1993                          |
| ➤ <b>Marital Status</b> | : Unmarried                           |
| ➤ <b>Gender</b>         | : Female                              |
| ➤ <b>Known Language</b> | : Hindi, English                      |
| ➤ <b>Nationality</b>    | : Indian                              |
| ➤ <b>Hobbies</b>        | : Listening Music, Playing badminton. |

#### ☐ **Declaration**

I hereby declare that all are above information is true and correct to the best of my knowledge and belief.

**Date : 09.02.2021**

**Place : New Delhi**

**(CS Anjali Singh)**