

**CS SHRUTI KALRA**

Company Secretary, B.COM (H)

To
The Manager
HR Department

Respected Sir/Ma'am,

This is to propose my candidature for the job in your esteemed organization. Please find enclosed a copy of my Curriculum Vitae for your kind consideration and perusal.

With my proven professional and academic performance, I feel that I would be able to work with confidence, commitment and enthusiasm.

Looking forward to meeting you in person for a more detailed discussion.

With Kind Regards,

Yours Sincerely,

Shruti Kalra

Contact No.:- 9899479373

Email-ID: dhamija.shruti@gmail.com

WORK EXPERIENCE

Presently working with (**AAAM & Co., Chartered Accountants, NOIDA Sector-65**)
as **Assistant Company Secretary** since June 2019.
Last drawn salary: Rs. 26000/-

Reference: CA Atul Agrawal (+91-99900-57390)

Founder and Owner of the Company,
Regional Council Member of ICAI, NOIDA &
CHAIRMAN of Central India Chartered Accountants Students Association.

KEY RESPONSIBILITIES AREAS

1. Incorporation, Formation and Conversion of the Company as well as LLP
2. Drafting and Preparation of Agenda, Notices, Certified True Copy of Resolutions and Minutes Books etc.
3. Maintaining of the Minutes of the proceedings of the Board and General meeting of the past years.
4. GST Registration.
5. MSME Registration
6. Trademark Registration
7. Shop and Establishment Registration
8. FC-GPR Compliances
9. Active role in finalization, preparation and maintenance of statutory Registers etc. Various forms and other documents as required under Companies Act, 2013.
10. Active role in finalization and maintenance of Balance Sheets sets (Preparation of Significant Accounting Policies, Notes to financial statements, Proper formatting of the balance sheets alongwith the preparation of Auditors Report, CARO and IFC Annexures as well)
11. Preparation and filing of Annual Filing Documents and related returns.
12. Preparation of Search Report for the Banks and Financial Institutions.
13. Appointment and resignation of Directors
14. Appointment and resignation of Auditors
15. Alteration of Memorandum and Articles of Association of the company
16. Preparation of Director Report as per Companies Act, 2013.
17. Drafting of various letters replies to ROC.
18. Expertise in making Digital Signatures and Associating DSC on MCA Portal (Role Checking of DSC) and Viewing of Public Doc. (Inspection) of various companies.
19. All Other Company Law related matters and solutions

ARTICLE SHIP/TRAINING

- Worked with **Kiran Sharma & Co., Practicing Company Secretaries**, New Delhi as a CS Trainee for a period of 5 months and 18 days from January 2016 to July, 2016.
- Worked with **Manisha Gupta & Associates, Practicing Company Secretaries**, New Delhi for a period of 9 months & 15 days from August, 2016 to May, 2017.

MANDATORY TRAININGS UNDER ICSI

- Completed 8 days **Student Induction Programme** as conducted by the Institute of Company Secretaries of India.
- Completed 8 days **Executive Development Programme** as conducted by the Institute of Company Secretaries of India.
- Completed 24 Hours of **Professional Development Programme** as conducted by the Institute of Company Secretaries of India.

COMPUTER EXPOSURE

- Knowledge in e-filing of forms to be filed under Companies Act, 2013 at MCA website
- Completed Computer Training Course as prescribed by ICSI.
- Substantial knowledge of working with MS office, MS Excel and Internet & other required softwares to perform managerial tasks.

PROFESSIONAL SYNOPSIS

S.No.	Stage	Institution	Year of Passing	Result
1.	CS Foundation	ICSI, New Delhi	Exempt	Exempt
2.	CS Executive	ICSI, New Delhi	Dec.2013	Cleared all Groups
3.	CS Professional	ICSI, New Delhi	Dec.2019	Cleared all Groups

ACADEMIC QUALIFICATIONS

S.No.	Class	Board/University	Year of Passing	Result (%)
1.	B.Com (Honrs.)	Delhi University	2011	60.7%
2.	XIIth	CBSE	2008	79.25%
3.	Xth	CBSE	2006	75%

SHRUTI KALRA

C-001, Stellar Jeevan Society
Greater Noida West, Sector-1
Gautam Buddha Nagar
Uttar Pradesh-201306

Contact No.: 9899479373
Alternate Contact No.: 9999151636
Email-Id: dhamija.shruti@gmail.com