

ANURAG SHARMA

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H. No. 1251, Gali Krishna Mandir,
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OBJECTIVE

A Company Secretary with Management Expertise willing to ally with an Organization that offers Career escalation, an opportunity to contribute to the organization's growth by utilizing skills that further whet them.

PROFESSIONAL QUALIFICATIONS

- Associate Member of the Institute of Company Secretaries of India with Membership No. 49448.

WORK EXPERIENCE

Apprenticeship Training	Unimode Overseas Limited - A Public Listed Company on BSE . (From 01.07.2015 to 30.09.2016)
Assistant Company Secretary	Unimode Overseas Limited and Other Group Companies (From 01 st October, 2016 to 31 st January, 2019)
Self Practice	Anurag Sharma & Associates (From 01 st February, 2019 to 31 st December, 2020)
Assistant Company Secretary	Alankit Limited (From 01 st January, 2021 to till now.

WORK EXPOSURE

Listing Compliances	<ul style="list-style-type: none">• Listing Regulations Quarterly Compliances• Drafting of Annual Report of the Company of Listed Company.• Replying of SEBI notices• Handling of Annual General Meeting of Listed Company• Preparation and filing of financial results.• Drafting reply for Investor Grievances.
Company Law & Secretarial Work	<ul style="list-style-type: none">• Drafting of Minutes, Board Resolutions• Drafting of various policies as may be required in pursuance with Companies Act, 2013 and Listing Regulations.• Compliances of SAST and Insider Trading disclosures to stock exchanges

	<ul style="list-style-type: none"> • Compliances of NBFC Companies • Handling Investors' Grievances • Compliances of Private and Public Limited Companies • Prepared various statutory registers and records of company required to be maintained under the Companies Act, 2013. • Preparation and filing of different E-forms/ Annual filing with Registrar of Companies. • Incorporation of Companies. • Compliances pertaining to appointment of Statutory Auditors, Secretarial Auditor, Internal Auditor • Conducting evoting for General Meetings • Increase in Authorized Capital of the Company • Right Issue • Preferential Issue • Updating the website information as per SEBI notifications • Dealing with matters related to Directors appointment, cessation, regularization, re-appointment etc. • Obtaining disclosures from Directors, KMPs as may be required from time to time under the various statutory Act. • All day-to-day Secretarial Activities & Compliances
Financial and Management Work	<ul style="list-style-type: none"> • Preparation of MIS Report. • Accounting with Tally ERP 9. • Preparation and Filing of GST Returns • Preparation of Financial of the Company. • To Co-ordinate with the Board of Directors for the meeting • To manage the client details and to follow-up with the clients • Liaisoning with various authorities through mails.
Meetings	<ul style="list-style-type: none"> • Preparing Agendas, Notices, Minutes and other necessary documents for Board Meeting, Committee Meetings Nomination & Remuneration Committee, Stakeholders Relationship Committee, Annual General Meeting etc. • Assisted in Conducting Board Meetings, Committee Meetings, Annual General Meeting of the Company.

PROFESSIONAL QUALIFICATION	
EXAMINATION/DEGREE	YEAR OF PASSING
<u>Company Secretary ship-Professional Programme</u>	Aug 2015
<u>Company Secretary ship-Executive Programme: Module I</u>	Dec 2013
<u>Company Secretary ship-Executive Programme: Module I</u>	Feb 2013
<u>Company Secretary ship Foundation Programme</u>	Feb 2012

ACADEMIC QUALIFICATIONS		
EXAMINATION	<u>BOARD/UNIVERSITY</u>	<u>YEAR OF PASSING</u>
Graduation (B.Com)	DELHI UNIVERSITY	2014 (60%)
10+2	CBSE	2010 (74%)
10th	CBSE	2008 (72%)

Personal Strengths /Achievements

- ❖ Sincere in the work assigned
- ❖ Quick learner of difficult things
- ❖ Ability to work independently and in a team environment
- ❖ Can handle work pressure
- ❖ A Team Player & Systematic Worker
- ❖ Able to relate to and create trust in all
- ❖ Confident and Trustworthy

Personal Profile

- Knowledge of Companies Act, 2013
- Dedicated and committed towards work and maintaining good rapport with all levels of people
- Proficient in English and Knowledge of Ms-Office, Internet and other Applications of Microsoft office
- Knowledge of tally version 9.0.

PERSONAL INFORMATION

I'm a driven and goal-oriented individual with excellent communication & inter-personal skills coupled with leadership qualities and have a good experience in handling legal & compliance assignments.

DATE OF BIRTH	:	September 09, 1992
FATHER'S NAME	:	Late Sh. Mukesh Sharma
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E-MAIL	:	anuragln4@gmail.com

Date:

Place: New Delhi
