

Career Objective: -

Aspiring to work with an organization that offers responsible position where I can utilize my skills and capabilities to carve a niche for myself and effectively deliver towards contributing to the organization's aspiration and also enhance my personal growth continual upgrading of knowledge, reach pinnacle of success through hard work and dedication.

Highlights

- ❖ Experience of Managing Secretarial compliances of Private and Public companies.
- ❖ Liaising with external regulators, solicitors and auditors.
- ❖ Highly Organized and with excellent personal time management
- ❖ Excellent verbal and written communication skills and attention to detail is imperative.
- ❖ Working knowledge of SAP, MS-Office.

Presently Working

Priya Sharma & Company (CA Firm)

Assistant Company secretary

(June 2020 to Present)

Key Assignments Handled:

- ❖ Manage secretarial compliances of Private and Public Companies.
- ❖ Drafting of Agenda, Minutes of Board Meeting and General Meeting.
- ❖ Drafting of various types of resolutions and legal agreement.
- ❖ ROC Filings, XBRL and Prepare Annual Report of the Companies.
- ❖ Maintaining statutory books i.e. registers of members, Directors, Charge, Loan and Investment Etc.
- ❖ Incorporation of companies and LLP and Conversion of company into LLP.
- ❖ Striking off and Revival/Restoration of name of the companies.
- ❖ Liaising with external regulators, solicitors and auditors.
- ❖ Registration under GST, FSSAI, MSME and making application and Reply of Trademark
- ❖ Filing Return of GST
- ❖ Providing advice to colleagues and senior managers on administrative matters.

Internship

- ❖ *M/s Tarun Jain and Associates (Practicing company secretary Firm) New Delhi*
- ❖ *Blackberrys Head Office Gurugram* *(29th April 2019 to 28th April 2020)*

Key Assignments Handled:

- ❖ Incorporation of a Company and LLP.
- ❖ Handle secretarial compliances of Private, Public, foreign Companies and listed companies.
- ❖ Drafting of Agenda, Minutes and Various types of Resolutions.
- ❖ ROC Filings, Annual Filing, XBRL
- ❖ Conversion of Public Company into Private Company and Company into LLP, Closer of LLP
- ❖ Alteration of AOA and MOA

- ❖ Issue of shares under Preferential allotment basis and Right issue basis, Transfer of shares
- ❖ Appointment and cessation of Director and KMP
- ❖ Appointment and Reappointment of Auditor
- ❖ Due-diligence Report , Search Report
- ❖ Extension for Conducting Annual General Meeting.
- ❖ Registration, Modification and Satisfaction of Charges.
- ❖ Making petitions for:-
 - ❖ Condonation of delay for filing of charge and satisfaction of charge
 - ❖ Compounding of an offence
 - ❖ Revival of a Company
- ❖ Liaisoning with ROC w.r.t.
 - Master data corrections
 - Other E-forms Approval

Assignment

<i>Nature of Assignment</i>	<i>Name of Major Clients</i>
<i>Merger of group companies</i>	❖ <i>ASF Infra Group</i>
<i>Secretarial Audit</i>	❖ <i>HP Cotton Textiles Limited</i> ❖ <i>Netlink Solutions India Limited</i>
<i>Preparation of Due Diligence and Search Report</i>	❖ <i>Mohan clothing Private Limited (Blackberrys group Co.)</i> ❖ <i>Hitachi Systems Micro Clinic Private Limited</i>
<i>FC-GPR</i>	❖ <i>Hitachi Systems Micro Clinic Private Limited</i> ❖ <i>Afilias India Private Limited</i>
<i>Manage Secretarial compliance Independently</i>	❖ <i>Blackberrys Group</i>
<i>Manage Secretarial compliance Independently of Subsidiary of the foreign companies</i>	❖ <i>Cheil India Private Limited</i> ❖ <i>Hitachi Systems Micro Clinic Private Limited</i> ❖ <i>Afilias India Private Limited</i> ❖ <i>Experience Commerce Private Limited</i>
<i>Matter Related To IBC</i>	❖ <i>Pack tech Private Limited</i> ❖ <i>Pradeep downhole Private Limited</i>

Academic Qualifications

Passing Year	Course	Institution/Board
Dec. 2018	CS PROFESSIONAL	ICSI
June 2016	CS EXECUTIVE	ICSI
Dec. 2014	CS FOUNDATION	ICSI
2017	B.COM	RU
2014	12 th	C.B.S.E Board
2012	10 th	B.S.E.R

Area of Expertise

- ❖ Corporate law and SEBI related matters
- ❖ Administrative processes
- ❖ Company Regulations, Compliance strategies and secretarial works
- ❖ Maintaining statutory book
- ❖ Intellectual property

Extra Curriculum Activities & Achievements

- ❖ Awarded with Gargi Merit Certificate in Class X for Scoring above the 75% Marks.
- ❖ Participated in Talent Search Programme organised at Mathematica Institute.
- ❖ Participated in inter-school and inter-house creative skills contest during class IX-XII.
- ❖ Member (Vice Head girl) of the Student Council (Prefect Board) in school.
- ❖ Participated in National Youth Consultation Programme organised at Vishwa Yuva Kendra, Delhi.

Personal Information

Date of Birth	23 rd February 1997
Marital Status	Unmarried
Language Known	English & Hindi
Personal Qualities	Positive Attitude, Confident, Keen Learner and ambitious