

PREKSHA JAIN

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Present Address: B1/12, Third Floor, Malviya Nagar, Near Apeejay School, New Delhi – 110 017

CAREER OBJECTIVE

A suitable & challenging position in an organization that draws upon my strengths & allows me to rise above the routine. To learn & grow at every given opportunity & there by prove to be an asset to which ever organization I am associated with and enhance my knowledge in diverse fields.

PROFESSIONAL SPAN

WORK EXPERIENCE

Delsey India Private Limited

(August, 2018- Present)

(A wholly owned Subsidiary of Delsey Paris, a manufacturer of Travel Luggage and accessories)

Designation: Company Secretary

Key Result Areas

- Independently handling all the Secretarial Work including preparation of Agenda, Minutes of Board Meetings, to filing of necessary forms and returns with Registrar of Companies from time to time.
- Handled the process of getting the Company exit from a Joint Venture to a wholly owned Subsidiary of a Foreign Body Corporate.
- Drafting and vetting of Various Agreements like Lease Agreement, Franchisee Agreement, E-commerce Agreement, and Distributor Agreement etc.
- To Maintain an Agreement tracker to keep track of renewal/extension of Agreements and to advise on various legal aspects of the Agreements.
- Represented the Company in Districts Court for various dispute cases.
- Responsible for all foreign Compliances including filing of various returns to RBI.

Adlakha & Adlakha Associates

(October, 2017 – August, 2018)

(A Firm of Company Secretaries based in Gurgaon)

Key Result Areas

- Executing all corporate compliance operations from preparation of Agenda, Minutes of Board Meetings, Committee Meetings and General Meetings in accordance with Secretarial Standards to filing of necessary forms and returns with Registrar of Companies from time to time.
- Incorporation of Companies, LLPs, Change in name of LLP and corresponding compliances related with the same.
- Looked into day to day working of a Company in accordance with Joint venture Agreement between a National and Foreign Party
- Handled Secretarial Audit & Audit in various other laws of a Housing Finance Company

- Issue of Differential Equity Shares, Right Issue, Private Placement/Preferential Issue, E-stamping of Share Certificates in Delhi/Mumbai and executed necessary compliances for the same.
- Executing compliances relating to Foreign Direct Investment including filing of ARF, FCGPR with Reserve Bank of India (RBI)
- Assisted in drafting and filing of Application/Petitions to NCLT, RD in respect of various matters under Companies Act, 2013 such as compounding of offences, oppression and mismanagement of a Company

Hindusthan Urban Infrastructure Limited

(August, 2016 - August, 2017)

(A BSE Listed Company leading in manufacture of overhead conductors and electro-porcelain high tension insulators)

Key Result Areas

- Processing and filing of various forms including annual filing at Ministry of Corporate Affairs, Drafting of agenda, minutes of all Meetings and maintained statutory registers and records of the company.
- Change of Registered office from one state to another state
- Preparation of Fair Practice Code, KYC/PMLA Policy adopted by NBFC, Registration of NBFCs with FIU-IND and Various other compliances by NBFCs
- Assisted in Process of Delisting of Exclusively Listed Companies placed in dissemination board of BSE.
- Preparation and uploading of Quarterly, Half yearly & Annual Compliances as per SEBI (LODR) Regulations, 2015 on BSE Website.

EDUCATIONAL CREDENTIALS

- Pursuing Bachelors of Laws (LLB) from Chaudhary Charan Singh University.

	Examination	Year	Board/ University	College/School	Percentage/ Membership
Professional Qualification	Company Secretary	June, 2016	ICSI	ICSI	ACS 52879
Academic Qualification	M.COM	2016	Punjab University, Chandigarh	D.A.V College, Jagraon	79%
	B.COM	2014	Punjab University, Chandigarh	Government College for Girls, Ludhiana	81%
	12 th	2011	C.B.S.E	Sacred heart Senior Secondary School, Ludhiana	91%
	10 th	2009	C.B.S.E	Sacred Heart Convent School, Jagraon	87%

COMPUTER PROFICIENCY

- Basic Knowledge of Computers
- Thoroughly familiar with Internet Operations
- Insight knowledge of MS office (Word, Excel, Power Point)
- Familiar with MCA Portal, SEBI and website of other authorities

KEY STRENGTH AND SKILLS

- Good Legal Interpretation and drafting Skills
- Quick Learner
- Adapts well to changes and pressures at workplace
- Professional and decent behavior

ACHIEVEMENTS AND OTHER ACTIVITIES

- Got Best Group Presentation appreciation award in Management Skill Orientation Program organized by ICSI
- Secured 1st Position in M.COM Semester Examination
- Certificate of Appreciation for participation in Commerce Talent Search Examination
- Prepared and presented various Power Point Presentations in College

PERSONAL DETAILS

Date of Birth : 14th June, 1994
Sex : Female
Marital Status : Unmarried
Languages Known : English, Hindi & Punjabi