



Pushpraj Yadav



Company Secretary



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1514, Jal vihar, sector-46,
Gurugram- 122001(Haryana)



PROFILE

I am looking to work for an organization which provides me an opportunity to work in a dynamic environment, gain new skills and to improve and enhance my knowledge base so that I can apply it towards achievements of organization's goals and objective and contribute towards the growth of the organization.



EDUCATION CREDENTIALS

Year Of Passing	Qualification	School-Board/College-University /Institution	% Of Marks (Aggregate)
Pursuing	Legum Bacculareus (LL.B.)	University of Rajasthan	--
2019	Company Secretary (CS)	The Institute of Company Secretaries of India ("ICSI")	52.00%
2018	Bachelor of Commerce (B.Com)	University of Rajasthan	61.55%
2015	10+2 (Commerce) (ST. Xavier's School)	Central Board of Secondary Education	73.00%



TRAINING EXPERIENCES

Training	Tenure	Place of Training
Induction Academic Programme	2 Days	ICSI - HQ, New Delhi
E-Governance Academic Programme	3 Days	ICSI - HQ New Delhi
Skill Development Academic Programme	5 Days	ICSI - HQ New Delhi
Entrepreneurship Development Academic Programme	5 Days	ICSI - HQ New Delhi
Practical Training- Internship	12 Months	M/s Malhotra Arora & Associates, Company Secretaries
Management Skill Oriented Programme	15 Days	E-MSOP



SKILLS

Adaptability
Drafting
Task Handling Capability

Communication
Hard Working
Team Work Spirit





WORK EXPERIENCE

M/s Malhotra Arora & Associates, Gurugram-Haryana.

Details of Key assignments handled/assisted

Period (25th September, 2019 to 25th September, 2020)

Under Companies Act, 2013

- ✚ Preparation and filing of **XBRL** Returns.
- ✚ Drafting of various Agreements, deeds including but not limited to Franchise agreements, Rent Agreements, Partnership Deed, Business Agreements, Agency Agreements, Affidavits & No-Objection Certificates (NOCs).
- ✚ Preparation of **Board Report** and Annual Reports of various Companies.
- ✚ **Shifting of Registered office** Both Inter and Intra State.
- ✚ Compliance Relating to **Foreign Investments** and filing thereof with **RBI**.
- ✚ Convening and conducting **Board/Annual General Meetings**;
- ✚ Preparation & Drafting of **Statutory Registers, Notices, Agenda, Board Resolution, Form & Returns, Minutes and Resolutions** of Board, ACM, NRC, CSR, SRC, and General Meetings;
- ✚ **Drafting of Reply** of RD, ROC, NSE, BSE, NSDL, CDSL and various authorities' notices;
- ✚ Performed Secretarial Audit of various listed and MNC's companies;
- ✚ Filing of various Applications for Condonation of Delay.
- ✚ Prepared various **Search Reports** and **Due Diligence Reports**;
- ✚ Handled the **quarterly, half yearly, annual and event based compliances and disclosures** as per Regulations;
- ✚ Review, Preparation and drafting of **Annual Report of Listed Company, Unlisted Public & Private Company** including Notice, Director's Report along with all its annexure;
- ✚ Other compliances related to companies Act, 2013 *inter-alia* Right Issue, Strike Off, Conversion of Companies, Appointment & Cessation, Modification/Creation and Satisfaction of Charges.
- ✚ Assisted in issue and allotment of Equity Shares including right issue and under **Private placement**.
- ✚ **Increase in Authorized and Paid up Share Capital** of the Company;
- ✚ Handling shareholder cases including Issue of Duplicate share certificates, Preparation of **Share Transfer Deeds** and Share Certificate.
- ✚ Monitoring and Analyzing the transactions of Inter – Corporate Loans/ advances and Investments and Related Party Transactions under of the Companies Act, 2013;
- ✚ Alteration of Memorandum and Articles of Association
- ✚ **Appointment and Remuneration** of Directors, KMP and Auditors under the Companies Act, 2013;
- ✚ Obtaining ISIN and Complete Procedure of Dematerialization.
- ✚ **Incorporation** of Company and Limited Liability Partnerships (LLPs) and Drafting of various documents, replies relating to it;
- ✚ Registration of **Trademarks** (Wordmark, Device etc.) with the Trademark Registry and Drafting of replies to the Show Cause Notices issued by Trademark authorities;
- ✚ FIRM Registration, TAN & PAN Application, Udyam Registration, share stamping, FSSAI Registration, Shop and establishment Registration, p.f. and Esic Registration.
- ✚ Also Having Knowledge of **Taxation**(Direct and Indirect Tax) and compliances thereof ;



AWARDS & HONOURS

<u>During College</u>	Honoured with the award of “ ACADEMIC EXCELLENCE ” of Parishkar International college for securing 3 rd Rank in B.COM;
<u>During cs Classes</u>	Honoured with the award of “ EXCELLENCE ” of Chinmay Tutorials for winner in Power Point Presentation and quiz Competition.
<u>During Trainig</u>	Honoured with the “ Certificate Of Excellence ” on completion of CS Training.



PERSONAL CATALOGUE

Date of Birth	:	May 29, 1998
Nationality	:	Indian
Father's Name	:	Mr. Mahender Singh Yadav
Mother's Name	:	Mrs. Rajbala Yadav
Areas of Interest	:	Corporate Law, Compliance, Secretarial, Legal, Taxation
Marital Status	:	Unmarried
Languages Known	:	English and Hindi

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

Thanks for your time and consideration.

BEST REGARDS
PUSHPRAJ YADAV