

Company Secretary - Noida	
Candidate Name	Balveer Singh
Current Company	Grm Overseas Limited
Current Designation	Company Secretary
Current Location/Native	Delhi
Education	CS
Total Experience	2.1 Years

CS Balveer Singh
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Csbalveersingh@gmail.com

Objective

To carve out a niche for myself in the corporate world as a compliance officer in an organization of repute where I can prove my abilities and talent and to work in the secretarial, legal and other related operations. Always willing to take high level initiatives and can do multi-tasking. Ready to Relocate.

Work Experience

<i>Present Employer</i>	<i>GRM Overseas Limited (BSE Listed Company)(September 2019 to till Date)</i>
<i><u>Company Profile</u></i>	GRM Overseas Limited is BSE Listed Company and engaged in the business of Rice Sheller being Top 3 rd Rice Exporter of India. Company has Subsidiaries in India and also having presence in UK and USA.
<i><u>Job Responsibilities- Company Secretary and Compliance Officer & Investor relation officer</u></i>	Working with the team of 20-25 colleagues and CA/ CS/ CMA ensuring that all compliances related to a company have been taken place. Handling Compliance of GRM Overseas Limited and 8 Group Companies of its promoters viz SEBI and Stock Exchange Compliances, conducting of Board and Committee Meeting, Conducting of AGM and EGM, Drafting of Resolution and Minutes of Board, Committees and General Meeting and ensuring compliance of Companies Act, 2013, RBI/FEMA and other related compliances. To Work as Investor Relation Officer, dealing with Investors Query and complaints.
<i>Past Employer</i>	<i>Allied Nippon Limited (June, 2018 – September 2019)</i>
<i><u>Company Profile</u></i>	Allied Nippon was born as a result of a Joint Venture between the Talwar Group of Companies and Japan Brake Industrial Company Ltd.(JBI) Part of the Hitachi group. Allied Nippon Limited is engaged in Manufacturing of Brake Shoe, Brake Pad and Brake Liner.
<i>Past Employer</i>	<i>MDW Business Solutions Private Limited (January, 2016 – May, 2018)</i>
<i><u>Company Profile</u></i>	MDW provides one stop solution for all Finance & Secretarial related jobs. The group includes associates and consultants spanning all major professions within finance & legal domain including Chartered Accountants, Company Secretaries and Lawyers.
<i>Training</i>	<i>KCG and Associates (Management Training of 15 Months)</i>

Company Profile

KCG & Associates is based in New Delhi, having a dedicated team of professionals having diversified experience in dealing with matters relating to Corporate Laws, Corporate Restructuring, Foreign Exchange Management Act, Taxation Laws, Intellectual Property Rights etc. Main objective is to provide complete range of solution to the Companies related to their Business

Career Highlights:

Work Handled

SEBI and Companies Act

- ✓ Filing of Quarterly, Half yearly and Annual Reports, Shareholding Pattern, Financial Results with Stock Exchange.
- ✓ To Ensure Compliance under SEBI (LODR) Regulation, SEBI (PIT) Regulation, Takeover Regulation, Companies Act and Rules Made thereunder.
- ✓ To Work as Investor Relation Officer, Handling and dealing with Shareholder query and complaints.
- ✓ Preparation of Annual Report , Director Report, and Annual Return of Company.
- ✓ Taking In- Principle Approval, Listing Approval, trading Approval from Stock Exchange and Issue warrants and Equity Share through preferential Allotment and Private Placement in compliance with Companies Act and SEBI.
- ✓ Handling work relating to Transfer, Transmission, Loss of Share Certificate and issue of Duplicate Share Certificate.
- ✓ Dealing and Handling IEPF Compliance including filing of Various E forms and refund from IEPF
- ✓ Dealing with Registrar and Share Transfer Agent for various working in Listed Company.
- ✓ Drafting of Affidavits, Power of Attorney, Deeds and Agreements and various Letters & reply thereof.
- ✓ Proficient in filing of various e-forms, returns and other regular compliances for Private and Public Companies with the Registrar of Companies as required under the Companies Act 2013
- ✓ Alteration of Memorandum and Articles of Association for the purpose of change in object clause, Name Clause, Capital Clause and Shifting of Registered Office.
- ✓ Maintenance of Statutory Books and Registers and records under Companies Act, 2013
- ✓ Preparation and Maintenance of Minutes of Board Meeting, Committee Meeting and General Meetings.
- ✓ Incorporation of the company and LLP .
- ✓ Liasioning with the Statutory Bodies, i.e. ROC, RD, MCA, RBI etc.

Foreign Exchange Management Act, 1999

- ✓ Filing of Advance Reporting, FC-GPR
- ✓ Filing of FC-TRS for transfer of share
- ✓ Filing of FLA Return

Accounts and Taxation

- ✓ Registration under GST and Filing of Return under GST
- ✓ Maintenance of Accounts and Book Keeping
- ✓ Filing of Income Tax Return

Professional & Academic Qualifications

<u>Exam/ Degree</u>	<u>Year of passing</u>	<u>Institution/ Board/ University</u>
LLB	Pursuing(Final Year)	Shri Krishna Law College, Kotputli, Rajasthan
Company Secretary	December, 2018	Institute of Company Secretaries of India(ICSI)
B. Com	September, 2014	University of Delhi
12th (Commerce)	May, 2010	C.B.S.E, Delhi
10th	May, 2008	C.B.S.E, Delhi

Technical Skills

- ✓ Managerial Skills
- ✓ Good organizational skills
- ✓ Proficiency in MS office
- ✓ Good analytical and problem solving skills

Soft Skills

- ✓ Taking active part and contributing to meeting and management discussions
- ✓ Dealing with correspondence, collecting information and writing reports, ensuring decisions made are communicated to the relevant person
- ✓ Monitoring updates or changes in relevant laws and regulations
- ✓ Liaison with external regulators such as lawyers, auditors, Govt. departments.
- ✓ Positive attitude, commitment towards the job and no hesitation in accepting responsibility

Personal Details

Father's Name	Amar Singh
Mother's Name	Karamwati
Date of Birth	11 th January, 1993
Sex	Male
Languages Known	English, Hindi
Address	513/C-13, Surendra Colony Part-1, Jharoda Majra, Burari Delhi-110084

Date:
Place: Delhi

Sd/-
Signature