

RISHABH SETHI

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Career Objective:

To attain a challenging position in the corporate world where I can utilize my skills and knowledge in achieving organizational goals and accomplish personal and professional growth.

Training and Experience:

From June 6, 2019 till date: Currently working as a **Company Secretary** in a UK Based ecommerce company KOOVS, Gurgaon and also handling the compliances of Listed Group Company.

From April 3, 2017 till June 4, 2019: As an Associate Professional (**Company Secretary**) in US based MNC, DXC Technology, Gurgaon (Merged entity of Computer Sciences Corporation, USA and Hewlett Packard Enterprise).

(Computer Sciences Corporation, USA first took control over Xchanging Group, and then got merged into Hewlett Packard Enterprise and formed a company DXC Technology)

From 16th November 2015 to 31 March 2017: 1 year and 3 months experience in Xchanging Group (Listed Entity), Gurgaon.

From Aug 2014 to 14th November 2015: 1 year and 3 months' experience as Management Trainee in UK based MNC, Xchanging Solutions Limited (Listed Entity), Gurgaon

Major Assignments:

- Assisted in preparation of documents for Delisting (As per Delisting Regulations 2009) further assisted in Postal Ballot.
- Prepared the documents for Inter se Promoter Transfer as per SEBI (SAST) Regulations
- Prepared and filed the documents for Capital Reduction pursuant to scheme of clause 24f of the Listing Agreement now SEBI Listing Regulations 2015
- Prepared documents and assisted in filing of petition to the Company Law Board for availing exemption for Change of Financial Year for the Xchanging Group Entities.
- Prepared documents for Due Diligence Certificate from Merchant Banker essentially required for Delisting.
- Preferential allotment of shares of Indian Company to Foreign Company as per the Companies Act, 2013 and FEMA provisions.

Listed Compliances:

- Preparation of Annual Report including Corporate Governance Report, Management & Discussion Analysis, CSR Report, etc.
- Filling of Financial Results, Shareholding Pattern, Share Reconciliation Audit Report Investor Grievance Statement, Half Yearly Compliance Certificate, Certificate under Regulation 7(2) of SEBI Listing Regulation 2015.

- Filling of Promoters shareholding as per clause 29 & 30 of the SEBI Takeover Code.
- Handling Shareholding grievances and filing other statutory disclosures.
- Other regular Listing Compliances pertaining to disclosures under SEBI Takeover code.

RBI & FEMA Assignments:

- Prepared and filed FCTRS form for transfer of share from resident company to Foreign Company.
- Prepared and filed AFLA (Annual Return on Foreign Liabilities and Assets) with RBI.
- Prepared documents for obtaining Legal Entity Identifier Number as required by RBI.
- Prepared and filed FC-GPR with RBI for allotment of shares of Indian Company to Foreign Company.

Secretarial Assignments:

- Handling the entire gamut of secretarial tasks of Group Entities.
- Drafting of Minutes of Board and Committee Meetings, preparation of pre and post meetings documents.
- Filing of various statutory forms, Balance Sheet, Profit & Loss A/c & Annual Returns with Ministry of Corporate Affairs (MCA).
- Made various policies as per Companies Act, 2013
- Drafting notices, agenda and other documents required for convening Board Meeting (s), Annual General Meeting and Committee Meeting of the Group Companies
- Prepared various Statutory Registers required to be maintained under the Companies Act, 2013.
- Handled Charge related matters: - Creation and Modification of Charges, Creation of Charge Ids, Availing NOC from the Bank and Satisfaction of Charge and filed Form CHG-4 and CHG-1 for the registration of Charge and Satisfaction of Charge respectively.
- Prepared and file documents for obtaining Importer Exporter Code from Director General of Foreign Trade
- Preparation of Project Reports for STPI Renewal Licenses
- Preparation of documents for share transfers, Liasoning with RTA for issuance of duplicate certificates and handling investor queries.

Accounts & Finance:

Invoice Processing, creation of Purchase Orders on Xpro Tool, Raising Purchase Requisition Templates

Educational Qualification

- Passed Professional Programme of Institute of Company Secretaries of India (ICSI) In August, 2017.
- Passed Bachelors of Commerce from Lucknow Christian Degree College affiliated to Lucknow University in 2013,
- Passed Indian School Certificate (ISC) examination from Stella Maris Convent School, Lucknow in 2010 with 81%
- Passed Indian Certificate Secondary Examination (ICSE) from Stella Maris Convent School Lucknow in 2008 with 85%.

Technical skills

Having good knowledge of MS Office, MS PowerPoint and MS Excel.

Extra-Curricular and Achievements

1. Participated in skits and tableau competitions in school.
2. Played cricket, football and basketball tournaments at school and college level.
3. Have attended seminar on "The Changing Face of Global Financial & Trade Architecture" jointly delivered by Mr Aditya Gadge , CEO AIWM , Mr Dayadharaj Srivastava , AGM – SBI.
4. Have been awarded with the certificate of Excellent Behaviour in school.
5. Have undergone computer training on "Understanding Information Technology in the Corporate Environment ".

Strengths:

- Good communication and presentation skills
- Self-motivated person
- Quick Learner.

Hobbies and Interests:

Making new friends, listening music, exploring different places.

Personal Details:

- Fathers Name: Mr. Sanjay Sethi
- DOB: 02-03-1992
- Languages Known: Hindi and English
- Gender: Male
- Nationality: Indian
- Permanent Address: MD-1/39, LDA Colony Kanpur Road, Lucknow.

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

(RISHABH SETHI)