

### Career Objective

To gain experience in legal and secretarial field and secure a challenging position in the organization where by hard work, dedication and ability, I can acquire new skills that ensure my professional growth simultaneously advantaging the company works for.

Educational Qualification	Board/Institute/University	Completion
<b>Professional:-</b>		
C.S. Professional	ICSI	December 2018
C.S. Executive	ICSI	June 2014
C.S. Foundation	ICSI	December 2012
<b>Academic:-</b>		
LLB	CCSU	2018
B.Com	CCSU	2015
Senior Secondary(XII)	C.B.S.E	2012
Secondary (X)	C.B.S.E	2010

### Work Experience

Worked as Company Secretary & Compliance Officer in Urja Global Limited, Delhi (BSE & NSE listed Company) from April 2020 to September 2020.

Worked as an Associate Company Secretary in GlaxoSmithKline Consumer Healthcare Limited, Gurugram (one of top 100 listed Company) from April 2019 to April 2020.

Worked as a Secretarial Executive in a PCS Firm Ritu Mangla & Associates from June 2018 to February 2020.

Worked as a CS Management Trainee in legal and secretarial department of ACME Group, Gurugram from January 2017 to April 2018.

### Assignments Handled:

#### 1. Urja Global Limited (Company Secretary & Compliance Officer)

- Incorporation of public as well as private company.
- Handled all the Stock Exchange related Compliances – Quarterly, Half yearly, Annual and other event based disclosures.
- Prepared Annual Report & Notice of AGM of the Company for F.Y. 2019-20.
- Handled ROC related fillings all forms.
- Handled Board & Committee Meetings of the Company's and related work of it e.g. from drafting of Agenda to Minutes.
- Website maintenance of the Company as per Reg 47 of SEBI (LODR) Regulations, 2015 i.e. [www.urjaglobal.in](http://www.urjaglobal.in)
- Handled work of multiple entities including listed entity.
- Drafting of Agreements & Memorandum of Understanding etc.
- All the Compliances of SEBI (LODR) Regulations, 2015 & SEBI (PIT) Regulations & other applied on time to time.

#### 2. GlaxoSmithKline Consumer Healthcare Limited ( Associate Company Secretary)

- Handled Merger of GlaxoSmithKline Consumer Healthcare Limited & Hindustan Unilever Limited
- Postal Ballot.
- Handled Insider Trading Portal.

- Handled all the Stock Exchange related Compliances – Quarterly, Half yearly, Annual and other event based disclosures.
- Audit of Registrar & Share Transfer Agent i.e. KFintech Private Limited.
- Conducted Board Meetings, Annual General Meeting, Committee Meetings & NCLT Convened Meetings & all related work of it.
- Website maintenance of the Company as per Reg 47 of SEBI (LODR) Regulations, 2015.
- Dealing with Secretarial Auditors & their queries.
- Maintenance of Statutory Registers.
- Handled Investor queries.
- Updation of company separate portal for Secretarial Records.

### 3. Ritu Mangla & Associates (Secretarial Executive)

- Visit to RBI, RD, ROC.
- GSTIN Registration.
- FESSAI Registration.
- Annual Filling of private as well as public company's, i.e. AOC- 4 & MGT-7.
- FEMA related forms like FLA, ECB-2, FC- GPR, FC- TRS etc. & preparation of related documents.
- Shifting of Registered office of Company from one state to another.
- Incorporation of LLP, Sole Proprietorship, Partnership Firm, Private Company's and Public Company's.

### 4. Acme Cleantech Solutions Private Limited (CS Management Trainee)

- Incorporation of Private Company's under the Companies Act, 2013 (Through RUN).
- Rights Issue and payment of stamp duty in this respect.
- Dematerialization of private company's shares.
- Assisted in preparation of documents of IPO process.
- Assisted in holding the board and shareholders meetings.
- Prepared and maintained Secretarial Records of Companies viz. Notices, Directors Report, minutes of Board Meetings and General Meetings, Statutory Registers etc.
- Prepare documents for appointment of M.D., C.S, Director, Auditors, KMP and filing of their forms.
- Filling of various statutory forms (DIR-12, DIR-11, CHG-1, CHG-4, CRL-1, MGT-14, ADT-1, MGT-7)

### Other Trainings

- Successfully Completed 8 days Executive Development Programme organized by NIRC.
- Successfully Completed 7 days Student Induction Programme organized by NIRC.
- Successfully Completed 24 hours Professional Development Programme organized by NIRC.

### Computer Literacy

- Fully conversant with Internet Applications.
- ICSI SIFY Training cum-exam on "Understanding Information Technology in the Corporate Environment".

### Personal Details

- Father's Name : Mr. Jitendra Kumar Jain
- Date of Birth : 24<sup>th</sup> October, 1995
- Languages Known : English, Hindi
- Marital Status : Unmarried
- Current Address : Sector 44, Gurgaon
- Permanent Address : 127, Krishnapuri, Muzaffarnagar , Uttar Pradesh

### References

- I will be pleased to furnish on request.