

**MEENAKSHI KHIANI**

**ACS, M.Com**

**Present Address: Wow PG, Sector 22B, Gurgaon – Haryana 122017**

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**Email: [meenakshikhiani30@gmail.com](mailto:meenakshikhiani30@gmail.com)**

The Manager  
HR Department,

Sir/Madam,

I wish to associate myself with your esteemed organization. I am a **Company Secretary** and a **Post Graduate in Commerce from CSJM University, Kanpur**. I believe your organization would extend me inexhaustible opportunities in my career enhancement.

As far as my work experience is concerned, I have worked with a **Private Limited Company in Gurgaon as Associate Legal (Company Secretary)**, thereby have good practical knowledge of Companies Act, Secretarial Activities.

I am a self- starter and excel in managing, drafting of various legal secretarial documents, monitoring statutory compliances and maintaining statutory books and registers under Companies Act, 2013. I have performed my assignments with a high degree of skills and professionalism. My current objective is to obtain a position that will fully utilize my skills and offer an opportunity for continued professional growth.

The Curriculum Vitae is attached for your consideration. Looking forward to a positive response.

Thanking You,  
Yours sincerely,

**Meenakshi Khiani**  
**ACS 41383**

**Enclosed Curriculum Vitae**

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#### **CAREER OBJECTIVE**

To carve a niche for myself in the corporate world as a Company Secretary in an organization of repute where I can prove my abilities and talent and to work in the Corporate, Secretarial, Legal and other related operations as to contribute towards organizational personal growth.

#### **WORK EXPERIENCE**

- Worked at **CLAIRVOLEX IP SOLUTIONS PRIVATE LIMITED, Gurgaon** as Associate (Legal) Company Secretary from **September, 2019 to April, 2020**.
- Worked as Verification Officer at **CENTRAL REGISTRATION CENTRE, Manesar** from **May, 2016 to September, 2019**.
- Worked with **M/S A. ROCHLANI AND CO.** as Associate from **November, 2015 to April, 2016**.

#### **ARTICLESHIP**

- Undergone 15 months prescribed training at **SKS & Co, Company Secretaries, Kanpur**.
- Completed 15 days Practical Training at **Registrar of Companies, Kanpur**.

#### **PROFESSIONAL QUALIFICATION**

<u>Examination</u>	<u>Year of Passing</u>	<u>Institution</u>
CS Professional	June, 2014	ICSI
CS Executive	June, 2012	ICSI

#### **ACADEMIC QUALIFICATION**

<u>Qualification</u>	<u>Year of Passing</u>	<u>University/ Institution</u>	<u>Percentage</u>
M.com	2015	CSJM University, Kanpur	61%
B.com	2013	CSJM University, Kanpur	60%
12 <sup>th</sup>	2010	ISC Board	88%
10 <sup>th</sup>	2008	CISCE Board	81%

#### **MANAGEMENT TRAINING AND CERTIFICATIONS**

- Certificate of Completion of **15 days of Management Skills Orientation Programme** from Kanpur Chapter of NIRC of ICSI.
- Certificate of Completion of **24 hours Professional Development Programme** from Kanpur/Allahabad Chapter of NIRC.

- Certificate Completion of **7 days of Executive Development Programme** from **Kanpur Chapter of NIRC.**
- Certificate Completion of **7 days of Student Induction Programme** from **Kanpur Chapter of NIRC.**

#### **SKILLS**

- Working Knowledge of MS Word, MS Excel, MS Power Point.
- Visiting Faculty of Kanpur Chapter of NIRC of ICSI.
- Positive Attitude, Believes in Team Work, Good Communication.

#### **AREAS OF EXPOSURE**

##### **A. ANNUAL FILING:**

- Preparation of Notice of Annual General Meeting and Director's Report along with filing of Form AOC- 4, MGT-7 on MCA Portal.
- Preparation of Annual Returns of LLP.

##### **B. PUBLIC INSPECTION:**

- Conducting online Inspection of Public documents at MCA 21 Portal.
- Preparation of Search Report based on the Inspection.

##### **C. DRAFTING OF DOCUMENTS**

- Drafting of notice calling Annual General Meeting of the Companies, Board Meetings along with its agenda
- Drafting of minutes of Board Meetings, General Meetings and committee meetings of Private limited and Listed Companies in Compliance with Secretarial Standards – 1 & 2.
- Preparation of Disclosure of Interest in Form MBP-1 of Director(s) of the Company(s) in accordance with the provisions of Companies Act, 2013.
- Drafting of Documents relating to increase in Authorized share Capital of the Company.
- Preparation of Secretarial Audit Report and Scrutinizers Report.
- Providing information to management by assembling and summarizing data, preparing reports, making presentations of findings, analyses and recommendations.

##### **D. INCORPORATION OF COMPANIES AND LLP**

- Filing and Filing of SPICE Plus/FiLLiP Form for registration of Company/LLP.
- Conversion of Company into LLP and vice versa.
- Applying of Change of Name of Company/LLP.
- Preparation of other incorporation related documents.

##### **E. OTHER CORPORATE E-FILINGS**

- Preparation of documents related to appointment/cessation of Director, appointment of Statutory Auditor.
- Preparation of documents related to Employee Stock Option Plans.
- Filing of various Forms i.e. **DIR 12, DIR 11, ADT 1, DIR 6, MGT 14, SH 7, PAS 3, INC 22, INC 22A, DPT 3** at MCA Portal.

**F. COMPLIANCE UNDER FEMA, 1999**

- Filing of **FC-GPR** form after allotment of shares to foreigners.
- Filing of **FC-TRS** for transfer of shares.

**G. OTHERS**

- Maintaining of Statutory Registers.
- Assisted in conducting Secretarial Audit of a Listed Company.
- Prepared Checklist after every assignment for future reference and to make available practical knowledge on the subjects handled by me or by others.
- Registration of Digital signature of the Applicants viz; Directors and Practicing professionals.
- Basic Knowledge of Trademark Application.
- Assisted in formation of SOP of **Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013**

**PERSONAL DETAILS**

Date of Birth:	30 <sup>th</sup> July, 1992
Marital Status:	Married
Languages Known:	Hindi, English and Sindhi
Hobbies:	Exploring Places
Permanent Address:	11/218, Souter Ganj, Kanpur- 208001

**DECLARATION**

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

**PLACE: Gurgaon**

**DATE:**

**MEENAKSHI KHIANI**