

Company Secretary - Noida	
Candidate Name	Chandra Prakash Jangir
Current Company	Fair Consulting India Pvt. Ltd
Current Designation	Company Secretary
Current Location/Native	Gurgaon
Education	CS
Total Experience	2.6 Years

CS Chandra Prakash Jangir (A56322)



Contact



House No. 148, Opposite Raheja
Apartment, Gurugram – 122001,
Haryana



+91-9468692338



cs.cpjangir@gmail.com

Major Strength & Abilities

- Dedication towards work, Self Disciplined, Quick learner, Motivated and keen to learn new things
- Manage and execute all assigned tasks efficiently, effectively and in a timely manner
- Problem Solving & Analytical Skills
- Sincere in the work assigned
- Focused and taking initiative

IT Skills

- Well conversant with MCA-21
- Well versed with MS Office
- Working knowledge of internet
- Excellent typing speed

Experience

(2 Years & 3 months)

- ➔ **Fair Consulting India Pvt. Ltd., Gurugram
(A Japanese MNC)**
Company Secretary (Legal & Secretarial) **April, 2019
to Present**
- ➔ **Parsvnath Group, Delhi**
Assistant Manager (Secretarial) **August, 2018
to March, 2019**
- ➔ **VE Commercial Vehicles Limited, Gurugram
(A Volvo Group & Eicher Motors JV)**
CS Trainee (Legal & Secretarial) **April, 2017
to August, 2018**

Working Sphere

- ➔ **Drafting Skills**
 - ✓ Drafting of notice, agenda, resolutions and minutes of General meeting, Board meeting and designated Committee meetings
 - ✓ Accountable for preparation of complete set of Annual Report of Company and its group Companies
 - ✓ Drafting of notes/checklist on various amendments
 - ✓ Drafting and vetting various policies of the Company
- ➔ **Incorporation**
 - ✓ Independently handled 5 projects for Incorporation of Foreign Subsidiaries in India
 - ✓ Filed various forms relating to Incorporation of Foreign Subsidiaries in India and drafting of various documents for the same
- ➔ **Liaison Office / Branch Office of Foreign Companies**
 - ✓ Independently handled establishment of 5 Liaison / Branch Office of Foreign Companies in India
 - ✓ Filing of Form FC-2 for event-based compliances of LO / BO
 - ✓ Filing of Annual Return and Annual Accounts of the Foreign Company
 - ✓ Reporting compliances of LO / BO with DGP, Income Tax and AD Category-I Bank
- ➔ **ROC Filing**
 - ✓ Preparation and filing of various forms such as CG-1, INC-28, SH-7, PAS-3, CRA-2, CRA-4, ADT-1, ADT-3, CHG-1, CHG-4, CHG-9 and other regular forms etc.
 - ✓ Independently handled ROC filing of newly introduced Forms such as DPT-3, INC-22 A, MSME, Web-KYC, BEN-2, etc.
- ➔ **Various Registration of Company**
 - ✓ Registration under Shops & Establishment Act
 - ✓ Registration under GST Law (GST Registration)
 - ✓ Registration under MSME Act
 - ✓ Import Export Code from DGFT (IEC)
- ➔ **Statutory Records & Registers**
 - ✓ Updation and maintenance of all Statutory Registers of the Company as required under the Companies Act, 2013

- ✓ Maintenance of all Statutory Records of the Company as per the Companies Act, 2013

Hobbies

- Paying Cricket
- Listening music

Personal Details

Father's Name : Chiranje Lal Jangir
Date of Birth : 20th August 1992
Marital Status : Married
Languages : English, Hindi &
Known : Rajasthani
Permanent : Shanti Niketan, C14,
Address : Agarsen Nagar,
Churu (Rajasthan)

➔ Key Assignment Handled

-: Companies Act, 2013 :-

- ✓ Independently handled more than 10 Foreign Subsidiaries in India with respect to compliance of Companies Act, FEMA, RBI and Stamp Act
- ✓ Condonation of Delay
- ✓ Assisting in calling of General Meeting, Board meeting of the Company through Video Conferencing as per Companies Act, 2013
- ✓ Pre and Post Board Meeting and General Meetings compliances of the Company
- ✓ Complied with all requirements for appointment of KMPs
- ✓ Allotment of Equity Shares on Preferential / Private Placement basis
- ✓ Allotment of Equity Shares on Rights basis (Rights Issue)
- ✓ FEMA Compliances such as FC-GPR, FC-TRS and FLA Reporting to RBI
- ✓ Alteration of AOA & MOA due to change of Name and objects of the Company
- ✓ Preparation of Due Diligence Report
- ✓ Appointment, re-appointment and resignation of Directors and Auditors
- ✓ Appointment to fill casual vacancy created due to resignation of Auditors
- ✓ Compliances related to Transfer and Transmission of Shares
- ✓ Communication with Directors to obtain or provide information / disclosure as required under the Companies Act, 2013
- ✓ Sound knowledge of SEBI (LODR) Regulations, 2015
- ✓ Routine Communication/follow ups with accounts and finance team to complete a particular task
- ✓ Ability to liaise with various regulatory authorities and advisers like ROC, Lawyers, Auditors and Banks in a collaborative manner

-: Legal Assignments :-

- ✓ Drafting and vetting various agreements such as Lease Deed, General Power of Attorney, Special Power of Attorney and NDA etc.
- ✓ MOUs for Corporate Social Responsibility
- ✓ Contracts with Related Parties

Educational Qualification

➔ Professional

- ✓ LL.B. – MGS University, Bikaner (Rajasthan) in 2017
- ✓ CS Professional / Final – Cleared in December 2016 Attempt
- ✓ CS Executive / Intermediate – Cleared in June 2013 Attempt

➔ Academic

- ✓ M.Com. (A.B.S.T.) – MGS University, Bikaner (Rajasthan) in 2014
- ✓ B.Com. – MGS University, Bikaner (Rajasthan) in 2012
- ✓ 12th – RBSE, Ajmer (Rajasthan) in 2009
- ✓ 10th – RBSE, Ajmer (Rajasthan) in 2007

Chandra Prakash Jangir