

CS MAYANK

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WORK EXPERIENCE AND KNOWLEDGE

- **Working as a Company Secretary in a CA Firm NJG & Co. (01st June 2019 – Present)**
- **Worked as a Company Secretary in Saluja Construction Co. Ltd. (1st Feb 2019 – 31st May 2019)**
- **Worked as a Semi-Qualified Company Secretary in a PCS Firm (10th July 2018 to 10th Jan 2019)**
- **Worked as a CS Management Trainee under FCS Abhishek Mittal, Abhishek Mittal & Associates Delhi (07th July 2016 - 15th November 2017)**

ROC

- Annual Filing of companies and LLP with the ROC under Companies Act, 1956/2013.
- Appointment and resignation of Statutory Auditor, Managing Director/Nominee Director/KMP under Companies Act, 2013
- Incorporation of Private, Public, One Person Company, Section 8 Co. under Companies Act, 2013
- Preparation of Application for removal of name of company u/s 248(2) of Companies Act, 2013
- Conversion of Private company into Public co. and vice versa
- Incorporation and Strike off/closure of LLP under LLP Act, 2008.
- Increasing of Authorized capital of the Company.
- Issue of share capital by Right Issue.
- Issue of compulsorily convertible debentures and CCPS by private placement.
- Conversion of compulsorily convertible debentures, loan into CCPS and equity respectively.
- Filing of FC-GPR, registration of entity user, business user at RBI portal.
- Preparation of petition in the matter of Condonation of delay.
- Provide assistance in Secretarial Audit of a Listed and a Public unlisted Company
- Preparation of forms relating to Registration/Modification and Satisfaction of charges and their filing with ROC under Companies Act, 2013
- Alteration in Name Clause, Object Clause & Capital Clause of Memorandum of Association & Alteration in Articles of Association.
- Share transfer and Preparation of Share Certificates.
- Stamp Duty payment on Share Certificates.
- Shifting of Registered office of Company within the local limits.
- Assisted for the shifting of registered office from one state to another state.
- KYC of Foreign and Indian Directors, Filing of ACTIVE forms, Deposit return and BEN forms.
- Preparation of the Scrutinizer Report of the annual general meetings.
- Preparation of Minutes, Notices and maintenance and inspection of secretarial records, statutory books and registers as prescribed under Companies Act, 1956/2013.

NCLT

- Preparation of petition and other documents in the matter of Revival of company under section 252 of Companies Act, 2013.

GST

- Drafting of documents, resolutions regarding registration on GST portal.
- Filing of various GST returns like GSTR-3B, GSTR-1.

BSE/NSE

- Assisted in preparing the Quarterly Compliance reports on Stock Exchange of Listed Entity like Shareholding pattern on NSE and BSE, Corporate Governance Report and Reconciliation of Share Capital Audit.

OTHER ASSIGNMENTS/RESPONSIBILITIES

- Drafted various documents like Resolutions, Reply to ROC, Affidavit, Letter of Authority, Clarification letter to CRC, Trade Mark and various authorities etc.
- Liaised with departments like ROC, NCLT and other various government departments and banks.
- Dealt with clients directly regarding the business matters in respect of compliance and other issues.
- Preparation of Search Report.
- Application for Trademark Registration.
- MSME Registration and Niti Aayog Registration.
- Registration of Independent Directors
- Drafting of Appeal to RBI in the matter of cancellation of Certificate of Registration of an NBFC

QUALIFICATIONS

Sr. No	Level	Board / University	Year	School/College
1	Company Secretary	ICSI	Qualified in Aug 2018 and got Membership in Feb 2019	Institute of Company Secretaries of India
2	B.Com(H)	Delhi University	2017	School of Open Learning
3	Senior Secondary	CBSE	2012	Govt Co-Edu Sec. School, Delhi
4.	Higher Secondary	CBSE	2010	Shri Daulat Ram Public Sr. Sec. School, Delhi

COMPUTER PROFICIENCY

- Proficient in MS Office Suite (Excel, word & PowerPoint).
- Internet and related application

PERSONAL INFORMATION

Born	21st April, 1994
Languages Proficiency	English, Hindi