



**CS. MUAZZAM HASAN**  
(ACS, M.Com, PGDIBO)

**Contacts:**

**Mobile:**

+91-8459779614,  
9654500640

**Email id:**

muazzamhasan@  
gmail.com

**Address:**

T-20, Street No. 7,  
Gautampuri,  
Delhi-110053

**Experience:**

2 years

**Languages:**

English & Hindi

**Hobbies:**

Listening Music  
and Flying Kites

**Strength:**

Good learner,  
Confidence &  
Hardworking

**OBJECTIVE**

To work with professionally managed group which offer challenging and dynamic environment to work by adding my own contribution in the group to grow it further and concurrently upgrading my skills and knowledge.

**PROFESSIONAL EXPERIENCE**

**Working as an Associate (from July, 2019 to till date)**

M/s. Yogakshem Insolvency Professionals LLP, Insolvency Professionals Entity at Tilak Nagar, New Delhi, from July, 2019 to till date.

M/s. Yogakshem Insolvency Professional LLP (Regd. No. IBBI/IPE/0010)-An Insolvency Professional Entity under Insolvency and Bankruptcy Board of India (IBBI).

**Work Profile:**

- Ensuring compliances with regards to Insolvency and Bankruptcy Code'2016 and relevant laws there under.
- Preparation of Notice & Agenda, Minutes of Committee of Creditors meeting, Reply Letters for stakeholders and other various relevant documents.
- Assist to Resolution Professional for the conduct of Corporate Insolvency Resolution Process and Liquidation of company as per Indian companies' laws.
- Preparation & up-gradation of Claim Register and Information Memorandum.
- Preparation and filing of petition, affidavit, reply, and status report before Hon'ble National Company Law Tribunal.
- Ensure compliance related to Public Announcement, intimations to stakeholders, Verification of Claims, Inspection of books of accounts, Filing of NCLT order to ROC (INC-28) and Abide with strict timelines as mentioned in Insolvency and Bankruptcy Code and relevant laws there under.
- Due diligence of Resolution Applicant, Corporate Debtor and other related entities.
- Conduct e-voting of the meeting and issue final results of the e-voting.

**Worked as Assistant to Company Secretary (from July, 2018 to June, 2019)**

M/s. Parveen Rastogi & Co., Company Secretaries firm at Pahar Ganj, New Delhi.

**Work Profile:**

- Incorporation of Company; Conversion of Company into LLP; Conversion of Public Co. into Private Co.
- Alteration of Memorandum and Articles of Association & Increase in Authorized Share Capital of Company
- Change of Registered Office of LLP from One State to another State
- Private Placement of Shares of Private limited Company
- Annual Filing including XBRL Filing of Private/Public Companies
- Preparation of Statutory Registers, Share Certificates and Share Transfer Deeds
- Issuance of Duplicate Share Certificates
- Drafting of Resolutions & Minutes of the Companies
- Drafting of Annual Report of Listed Companies
- Secretarial Audit of the Companies
- Online Stamp Duty Payment on Incorporation and Issuance of Shares through Private Placement, Right Issue.

- Quarterly/Semi-Annually/ Annual and event based compliances of listed Companies, listed on BSE & NSE under SEBI (LODR), 2015 and SEBI Takeover Code' 2011.

**Exposure related to Corporate Restructuring:**

- ❖ Takeover of Sole Proprietorship Firm by the Private Company.
- ❖ Amalgamation of Private Companies into Public Limited Company.

**Worked in Listed Company as Management Trainee**

National Fertilizers Limited

Sec -24, Noida.

Management Trainee

6<sup>th</sup> April, 2017 to 5<sup>th</sup> July, 2018 (15 Months)

Worked 15 Months as a Management Trainee in National Fertilizers Limited(NFL), NFL is India's leading Fertilizer Company, a Government of India Undertaking, Mini Ratna (Category-I) Company, listed on BSE and NSE.

**Roles and Responsibilities during Internship:**

- Preparation of Annual Report including Board Report, Corporate Governance Report and Notice of the Annual General Meeting.
- Quarterly, Half yearly Listing Compliances and regular event based compliances requirement of the SEBI (LODR) Regulation, 2015.
- Drafting of Notes, Stock Exchange Letters, Notice of Board Meeting etc.
- Preparation of registers required as per Companies Act, 2013.
- Drafting of work orders as prepared to assign the work to various agencies.
- Assisted in Organizing and maintaining the share department of the Company like Transfer, Consolidation, sub-division of shares and issuance of share certificate.
- Assisted in Convening AGM of the Company and ensuring all the compliances thereto.

**COMPUTER KNOWLEDGE:**

**Well versed with:**

- MS-Office (MS Excel, MS Word, MS Power Point).
- Internet and well versed knowledge of sites (MCA, BSE, NSE, SHCIL, SEBI and INCOME TAX)

**ACADEMIC CREDENTIALS**

Professional/Educational Qualification	Year	Marks (%)	Institute/ University
C S	June'17	50.30 %	The Institute of Company Secretaries of India
M.Com (International Business)	2018	60.28%	Indira Gandhi National Open University
PGDIBO (Post Graduation Diploma in International Business)	2016	60.5 %	Indira Gandhi National Open University
B.com (Pass)	2014	50.22%	University of Delhi

I hereby declare that whatever furnished above is true, correct and complete to the best of my knowledge."

Date:

Place: Delhi

(Muazzam Hasan)