

CS SHASHANK JAIN
(COMPANY SECRETARY, LLB, M COM)
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OBJECTIVE:

Seeking a challenging position in a Company that would make effective use of my existing skill set while providing a stimulating work environment and ample of opportunity for learning and growth. My goal is to grow with my Company and acquire additional skills.

PROFESSIONAL SYNOPSIS

- **Currently associated with Alpha Maier Private Limited (A Joint Venture between Unitech Machine Limited and Maier Group, Germany) as a Company Secretary from 1st August, 2020 to till Now:**
- **Worked with Sandhar Technologies Limited-Listed Company (Leading Auto- Components Manufacturer) as an Assistant Company Secretary and Legal Executive from 3rd October, 2017 to 31st July, 2020;**
- **Worked in IPO of Sandhar Technologies Limited-Listed Company;**
- **Completed 15 Months Company Secretary Training with Resonance Eduventures Limited Kota, Rajasthan. (5th March, 2016 to 30th June, 2017);**
- **Attended the first ever 45 days' pilot residential program organized by The institute of company secretaries of India (ICSI) from (1 August to 14 September, 2017);**
- **Worked with The institute of company secretaries of India (ICSI) as a consultant on Premier on Company Law (1st July, 2017 to 30th August, 2017)**

CURRENT EXPERIENCE TILL DATE:

LISTING COMPLIANCES:

- **Compliances of BSE (Bombay Stock Exchanges) and NSE (National Stock Exchange) on quarterly, half yearly and annually basis, as described in LODR;**
- **Dealing with RTA/NSDL/CDSL/ SEBI/ NSE and BSE Limited for filled documents, obtaining Information and other regular correspondence.;**
- **Form –C filling at the time purchase of shares by promoter;**
- **Handling queries and Correspondence with Stock Exchanges, RTA and other agencies;**
- **Giving various notices in the newspaper as per the listing agreement;**
- **Other regular & Event based compliances of Listing Compliances;**
- **Handle AGM (video Conferencing)**

SECRETARIAL ASSIGNMENTS:

- **Change financial year of the Company**
- **Refund Share Application Money**
- **Conversation of Partnership firm into Private Company**
- **Conversation of Private into Public Company.**
- **Dematerialization of shares;**
- **Increase in Authorised Share Capital;**
- **Incorporation of Companies;**

- Compliances related to Change of the name of the Company;
- Compliances related to Alteration in MOA & AOA as per Companies Act, 2013;
- Resignation and appointment of Director by filled necessary forms with ROC;
- Compliances related transfer of shares and other related matters;
- Filled of Balance Sheet & P/L Accounts with MCA in **XBRL**;
- Preparation & filled of various ROC forms with the Registrar of Companies;
- Maintenance of various statutory registers as per Companies Act 2013;
- Compliances related to the preparation of annual Report, resolutions & other Documents, maintenance of Statutory Records, filled of annual and other Returns with the ROC of the Annual Report of the (Listed) Company;
- Drafting & Preparation of Notices, Director Report, Agenda, Minutes, of various Board Meetings, General meetings and meetings of Board committees;
- Convening Board Meeting, Shareholders Meetings including preparation of Agendas, Notices and other post meeting Compliances as per the requirement of Companies Act 2013 & Secretarial Standards;
- Mandatory Compliances related to the Appointment of Independent Director, Women Director, KMP and other requirements as per the Companies Act, 2013;
- Compliances related to the creation, modification and satisfaction of Charges including but not limited to the preparation and filled of Form CHG-1 & CHG-4; ;
- Interaction with the auditors for various matters, Co-ordination with the external lawyers and Practicing Company Secretaries and other Professionals;
- Assisted in Obtaining IEC Code for the Company and modification of particulars of the same;
- Processing the DIN applications & Procuring Digital Signature certificates;
- Other incidental & ancillary work related to above;

RBI ASSIGNMENTS & FOREIGN TRADE POLICY

- **Annual Return FLA-** (Foreign Assets & Liability);
- **FC-GPR** (Foreign Collaboration- General Permission Route) & **FC-TRS** (Foreign Currency- Transfer of Shares) on Firms portal of RBI;
- **ECB (External Commercial Borrowing)**;
- **LEI (Legal Entity Identifier)**;
- **Services & Infrastructure Outlook Survey (SIOS) and Industrial Outlook Survey (IOS)**;
- Liasoning with the Reserve Bank of India (RBI) official's and Authorized Dealer's (AD) for required fillings;
- **Assisted in IEM (Industrial Entrepreneurs Memorandum)** from Dept of Industrial Policy and Promotion, Govt of India;

LEGAL:

(Assisted & Managed)

- Drafting, Vetting and execution of various agreements like. Leases, Security & Maintenance Agreements, Joint Venture Agreement, Non-Disclosure Agreement, Commercial Sales& Purchase Agreement, Rent and Renew Agreement, Employment Bond, Consultancy, Retainer ship; Contract Labour, etc.;
- Private Equity Investment Due Diligences documentation and processes;
- Obtain various licenses / registrations from Local / State Govt. Authorities;
- Handling of Internal & External and Secretarial Audit Processes;
- Timely insurance including renewals of Company's Key Man, Directors & Officers' Liability, Buildings, Vehicles and other movable & immovable assets.

Liaison / Deal:-

Local / District Administration, Judicial / Non Judicial / Self-Regulated Bodies

Court of laws
Consumer Dispute Settlement Forums
District Collector / Magistrate office
Collector (Stamps)
Central Investigation Dept. (Intelligence)
Central Bureau of Investigation
Pollution Control Board
Local Municipal Authorities
Mediation Advisory Centres

Statutory Authorities

Registrar of Companies
Statutory Auditors
Internal Auditors
Secretarial Auditors
Rating Agencies
Registrar & Transfer Agent
Depository
The Advertising Standard Council of India

Regulatory Authorities

Intellectual Property Regulatory of India (IPIA)
Reserve Bank of India (RBI)
Insurance Regulation Development Authority (IRDA)
National Housing Bank (NHB)

Other entities

Attorneys / Lawyers / Consultants
Due Diligence Teams
Bankers
Landlords / Licensors / Lessors
Vendors / Contractors
Insurance Companies

BANKING:

- Assisted in preparation of various kinds of Loan/Charge related documents;
- Preparation of various documents related to change of authorised Signatories in Current Account, Escrow Account & cash Credit Accounts;
- Preparation and submission of various documents related to opening and closing of Bank Account;
- Preparation of document for commercial paper.

Qualifications Highlights:

University of Kota, Kota, Raj:-

- Master of Commerce (M.Com);2014
- Bachelor of Commerce (B.Com);2012
- Bachelor in Law (LL.B).2017

Institute of Companies

Secretaries of India, New Delhi:-2016

- Company Secretary (CS)

Modi Public School(CBSE) :-

- Senior Secondary - XII
- Secondary – X

Personal Details:

- Date of Birth : 14th July, 1992
- Languages Known : English Hindi
- Address : Plot No 1344, Sector 39 Gurgaon 122003