**CS. ANNU BHAGAT (Membership No: A60673)**



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**Career Objective**

To associate with an organization where my skills, knowledge and work experience can be utilized in effective and efficient manner for the fulfilment of organization’s goal and want to obtain a reputed position in the organization. I also want to create a valuable and long-term association.

**Professional Qualification**

|  |  |  |
| --- | --- | --- |
| **Year** | **Institute/ Board** | **Course** |
| December 2013 | ICSI | CS Foundation |
| June 2015 | ICSI | CS Executive |
| March 2016 | CSJM University | B.Com |
| June 2018 | ICSI | CS Professional |
| Papers of last semester are to be  conducted | CSJM University | LLB |

**Academic Qualification**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Institute/ Board** | **Month/ Year** | **% Secured** |
| Higher Secondary | ICSE | March 2013 | 82.00% |
| Secondary School | ISC | March 2011 | 81.00% |

**Work Experience**

* **Worked with withEsselInfraprojects Limited (Zee Media Group) from Sept. 18 to Sept. 19 as Executive Company Secretary inNoida.**
* **Presently working with Maier Vidorno Since Sept. 20 as Executive Company Secretary at Gurugram.**

Maier Vidorno is an Multinational Consulting Company dealing with especially international clients (Germany, Switzerland, UK) who want to export goods to India and set business in India. Basically they provide the services and advices for Companies that want to sell their products in foreign markets.

I am associated as executive Company Secretary (Legal Department) from 17thFebruary, 2020. The position held reports to Manager of the department.

**My key job profiles are as under:-**

* Well equipped with Private/Public and listed company compliances
* Preparation & Finalization of Documents relatedto(Quarterly/HalfYearly/Annually).Compliances

# Allotment of equity share including further issue of share capital (Right issue) to foreign investors.

* Transfer of Shares in dematerialisation Forms and stamping/franking of sharecertificate.

# Change in object and Capital clause of Memorandum of Association of theCompany

* Increase in Authorized Capital of theCompany.

# Organised various Board meeting through VideoConferencing.

* Dealing with various Bank for updating Bank signatories and opening new account of Company.
* Liaising with Secretarial Auditors & respond queries under Secretarial DueDiligence.
* Filing of Financial Statements under Companies Act, 2013 including XBRLfiling.
* Shifting of the Registered Office withincity
* Opening of Demat Accounts and obtaining ISIN fromStockholding.
* Obtaining of GST Certificate, Import Export code (IEC)Professional taxregistration(PTE)
* Drafting of Board & General meeting Minutes, Agenda, Notice andResolution.
* Maintaining and Updating of Statutory Registers of CompaniesAct,2013

**RBI Compliances:**

* Filed FLA Return including for new userregistration.
* Filed an application for Compounding of Offence withRBI.
* Intimation of transfer of share to foreign entity in Single Master Form. (FC-TRS)
* Filed FC-GPR on FIRMS Portal ofRBI.

**Internship Work Exposure**

**Office/Company: EsselInfraprojects Limited (Debt Listed Company)**

**Task handled**

* Incorporation of Companies (Public/Private) in a new spice forms and preparation of required documentsthereof.
* Applying of Director Identification Number and compliance related to appointment and re- appointment of Director and Whole -timeDirector.
* Appointment of Auditors and Casual Vacancy ofAuditors.
* Maintenance of Statutory Records &Registers
* Annual compliances inclusive of preparing of Directors’ Report and filing of Balance Sheet and Annual Returns of GroupCompanies.
* Compliances related to beneficial owner and filing requisiteforms.
* Prepared AnnualDisclosures.
* Other recently notified compliances like filing of Form INC-22A, INC-20B,DIR-KYC.

**Technical Proficiency**

* Well Versed with Ms Office (Word, Excel) MS Outlook and InternetApplication.

**Personal Details**

Father’sName : Shree Kishan Kumar Bhagat (Business man) DateofBirth : 22-July-1995

MaritalStatus :Unmarried

**Declaration**

I do hereby declare that the information given above are true and correct to the best of my knowledge and belief.