**** Mailing Address

II/334,Second Floor

Teliwara, Shahdara

Delhi- 110032

# Mobile No. 8448534529

# Name: **Apoorva Gupta**

E-mail: a.gupta.ac@gmail.com

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**Objective:**

Seeking a challenging career within a progressive environment, which will capitalize on my accumulated knowledge and skills and provide me an opportunity to learn and grow, based on my performance and accomplishments.

**Professional Qualification**

**COMPANY SECRETARY (2011- 2016)**

**Associate Member of Institute of Company Secretaries of India from 26th August 2016**

**Work Experience as Company Secretary:**

**Working with Gangotri Enterprises Limited and appointed as Company Secretary in Gangotri Jhabua Jobat Kukshi Tollway Limited (Subsidiary) since February 2018**

***Job Profile***

***Companies Act’2013***

* Prepare agendas and papers for board meetings, committees and annual general meetings (AGMs) and follow up on action points.Circulating agendas and supporting papers in good time in accordance with the Secretarial Standards.
* Ensure policies are kept up to date and approved by the committee., and ensuring the compliance of the Company with all the applicable provisions of the Companies Act, 2013 and the rules made thereunder and providing an insight & analysis of the secretarial & compliance developments to the Directors.
* Maintain statutory books, including register of members, Directors, Charges etc. as per under Companies Act, 2013.
* Assist the Secretarial Auditor in effectively conducing the Secretarial Audit.
* Dematerialization of shares on stock Exchange.
* Filing of various forms/documents/returns as required under the provisions of the Companies Act, 2013 With ROC (Registrar of Companies) i.e. DIR-11, DIR-12, DIR-3and web form, DIR -6, MGT-14, INC-22, INC-22A, DIR-3 Web, BEN-2 , ADT-1, INC-20 A, AOC-4, MGT-7, CHG-1 and CHG-4 etc.
* Drafting of letters and keeping track of all the Agreements.
* Inspection of the Companies.
* Register the DSC on MCA Website.
* Incorporation of Private limited companies, public limited companies, OPC and LLP.
* Preparation of documents and FORMs of relating to conversion of Company to LLP
* Preparation of documents of Change in registered office from one place to another.
* Preparation of due diligence report and Search & Status report.
* Preparation of documents related to change the name of company.
* Prepare the Share Certificate and Document related the transfer of share certificate.
* Alteration in Memorandum & Articles of Association of the Company processes viz. Change of Name of the Company, change in Registered Office of the Company, alteration in Object Clause.

***FEMA Act, 1999 and RBI***

* Preparation and filing of Annual Return on Foreign Assets and Liabilities (FLA).
* Compliance with regards to FEMA regulations and RBI.

***IPR (Intellectual Property Right) Act***

* Prepare documents and filed online application for Copyright.

***Legal***

* Drafting various Agreements like Rent Agreement, Consultant Agreement, Non-Disclosure Agreement etc.
* Keeping track of all the Agreements.

**Working with MAKS Professional Pvt Ltd (Chartered Accountant Firm) as Company Secretary Since September ’2016 to February 2018**

**Completed the 15 month management Training in Practicing Company Secretary Firm M/S AGG & Associates (Patel Nagar)**

**Work Experience as an Accountant:**

**Worked with Investeurs Consulting Pvt. Ltd. as an Account s Executive Since (July’2013 to April’2014 )**

**Worked with Centre for Alternative Dalit Media(NGO) as an Account Officer Since ( September 2011 to October’12 )**

**Worked with Dauphin Touch Network Pvt. Ltd. as an Accountant since (August 2008 to September 2011)**

**Academic Qualification :**

|  |  |  |  |
| --- | --- | --- | --- |
| **QUALIFICATION** | **BOARD/UNIVERSITY** | **PASSING** **YEAR** | **RESULT** |
| High School | U.P. Board | 2002 | 2nd Division |
| Intermediate | U.P. Board | 2004 | 1st Division |
| B.Com | Agra University | 2008 | 1st Division |

**Computer Literacy:**

Tally 9.0, MS Office (Word and Excel), Internet Surfing ,XBRL

**Personal Details :**

Father’s Name : Late Mr. Anil Kumar Gupta

Date Of Birth : 1st Oct 1988

Gender : Female

Language Proficiency : Hindi and English

**Hobbies and Interests:**

Listening music