**UMESH KUMAR Address for correspondence:**

D-85/12, West Vinod Nagar

Delhi-110092

**Mobile** +91 8860700525

**Email**: [uka8860@gmail.com](mailto:uka8860@gmail.com)

# CAREER OBJECTIVE

To achieve high growth through continuous learning process and keep myself dynamic visionary and competitive with changing scenarios of business for becoming successful in the given position and to utilize my skills and talent to serve the organization with full devotion and knowledge.

***Professional Experience***

1. Emerge Glass India Private Limited (Alstone Group) as Company Secretary from 12th March, 2018 to Present.
2. Sunworld Residency Private Limited (Sunworld Group) as Company Secretary from 8th March 2016 till 10th March, 2018.
3. Suncity Projects Private Limited (Suncity Group) as Management Trainee.

***WORKING PROFILE***

* Filing of forms with ROC for: -
  + Annual Filing of Company AOC-4, AOC-4(XBRL) MGT-7.
  + Appointment of Director, Resignation and Change in Designation of Directors.
  + Appointment of Statutory Auditor, Cost Auditor of the Company.
  + Change the Name of the Company, Main Object of the Company and Registered office within City
  + Alteration of Memorandum of Association and Article of Association of the company.
  + Creation, Modification and Satisfaction of Charge.
  + Allotment of Equity Shares, Preference Shares, Secured Debentures, Increase in Authorised Capital of the Company.
  + Redemption of Preference shares.
  + Filing the form MSME-1, DPT-3, INC-22A, DIR-3 KYC etc.
* Compliance relating to Corporate Social Responsibility (Section 135), Loan to Director (Section 185), Loan and Investment by company (Section 186), Related Party Transaction (Section 188) etc.
* Dematerialization of shares of the Company.
* Prepared Search Report/ Due diligence Report of the company in relation to the Charges of the Company.
* FEMA Compliance relating to: -
* Transfer of Money by purchasing share on Company incorporated outside India.
* Transfer of Money by way of Loan in wholly owned subsidiary company.
* Intimation of provide Corporate Guarantee to step down subsidiary company.
* Intimation about registration of Stepdown subsidiary.
* Submission of investment proof to RBI.
* Filing of Annual Return Annual Performance Report (APR).
* Filing of Annual Return on Foreign Liabilities and Assets (FLA) return to RBI.
* Register and approval of NESL and approval of Loan, applying LEI registration for the company.
* Appling for the CAF, PAC under Single window Clearance under for various benefits for new manufacturing Unit in Uttarakhand.
* Getting MSME certificate, Industrial Entrepreneurs Memorandum.
* Preparation of Notice, Director Report and Annual Return of the Company etc.
* Drafting of Resolutions, Minutes of the Meetings, and update Statutory Registers under Companies Act, 2013.
* Drafting and Vetting of various Agreements such as hypothecation Agreement, Loan Agreement, Corporate Guarantee, Personal Guarantee agreement, Collaboration Agreement, Tripartite Agreement, Partnership Deed. Lease deed, Affidavits etc.
* Liasioning with various regulatory authorities like ROC, SDM, Income tax Department etc.
* Preparation of form 3CA, CD, Preparation of Form 61A, filing the reply to income tax Notice.

***EDUCATIONAL QUALIFICATIONS***

* ***Professional Qualifications***:

|  |  |  |
| --- | --- | --- |
| ***Degree*** | ***University/Institute*** | ***Year of passing*** |
| LL.B. | Mewar University | 2017 |
| CS | ICSI | June, 2015 |

* ***Academic Qualifications:***

|  |  |  |
| --- | --- | --- |
| ***Degree*** | ***University/Board*** | ***Year of passing*** |
| B. Com. | Delhi University (SOL) | 2011 |
| 12th | CBSE | 2008 |
| 10th | CBSE | 2006 |

***Computer Skill***

* Completed the ICSI mandatory computer training on “Understanding Information Technology in the Corporate Environment” from Aptech.
* Microsoft Word, Excel, Power point (i.e. Microsoft office).
* Working Knowledge of tally, SAP.

***PERSONAL DETAILS***

* Date of Birth : 23rd August, 1989
* Marital Status : Married
* Languages Known : English and Hindi
* Hobbies : Watching T.V, Listening to Music.

**Date:**

**Place: Umesh Kumar**