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**CARRIEROBJECTIVE**

To associate with an organization which helps me to acquire & upgrade knowledge in the fields of legal,secretarial&complianceandtohandleresponsibilityinefficientmannerwithaprospectiveofaddingvaluetotheorganizationandsimultaneouslyachievegrowthinmyprofessionalcompetence.



**WORKEXPERIENCE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Organization** | **Location** | **Designation** | **Period** |
| **Lianchuang ElectronicIndia Pvt.Ltd.** | Noida,U.P. | Company Secretary &Legal | September 21, 2020toPresent |
| **SanganeriyaSpinningMills Limited** | Gurugram,Haryana | CompanySecretary | June 04, 2019 to  July01,2020 |
| **DenyoManufacturing**  **IndiaPrivateLimited** | Gurugram,Haryana | CompanySecretary | February 12,2018to  June 03,2019 |



**PROFESSIONALANDACADEMICCREDENTIALS**

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| --- | --- | --- | --- |
| **Degree** | **Institute/university/**  **Board** | **Year** | **Division/**  **Percentage** |
| CS Final | I.C.S.I | June,2016 | 51 % |
| LL.B. | BundelkhandUniversity,  Jhansi | 2017 | First |
| B.com | Bundelkhand University,Jhansi | 2013 | Second |
| SeniorSecondary | U.PBoard,Jhansi | 2010 | First ,  2ndRankholder |
| HigherSecondary | C.B.S.EBoard,Delhi | 2008 | Second |



**MAJORASSIGNMENTSHANDLED**

|  |  |
| --- | --- |
| **CompaniesAct** | **Restructuring:-**   * Documentation and Coordination for Reduction of Equity ShareCapitalunderCompanyAct2013,beforetheHighCourt/NCLT; * Variationinterms andRedemptionofPreferenceShares; |

|  |  |
| --- | --- |
|  | * Preferential Issue, RightsIssueandPrivatePlacementofShares; * Transfer andIssueofduplicateShareCertificates.   **Other:-**   * Drafting ofAgenda,NoticeandMinutesofBoard&CommitteeMeetings and AnnualGeneralMeeting**;** * Maintenance of Statutory Registers and various e-form filing withMCA; * AppointmentandresignationofDirectors& KMP andAuditors; * ProvideAssistanceandinformationtoinconductionofInternalandStatutoryAuditors; * CompliancesofprovisionsonCorporateSocialResponsibility; * KYCofDirectors; and * Annual Report including Notice of the Annual General Meeting andDirectors Report; compliance of Secretarial Audit and convening ofAnnualGeneralMeetingofthe Company. |
| **FEMA/RBI** | * Filingof Annual ReturnonForeign AssetandLiabilitieswithRBI; * Reporting ofFDIunderFEMAincludingfilingofFCGPR,FCTRSandSMF; * ReportingofECBcomplianceandDownstreamInvestmentunderFEMA; * Draftingof correspondenceletterwithRBIandAD; * Socio–EconomicSurveyrelatedtoservicesectorwithRBI; * Reporting of NBFC (Non-deposit taking) and surrender of its COR;and * DiligenceReportonGovernanceforBanks. |
| **Legal** | * DraftingofBusinesscorrespondenceandReplyto LegalNotices; * VettingofAgreementsandContracts. |
| **Other** | * Filing ofCorporateActionForms withNSDLPursuanttoabovetransactions; * DematerializationofPhysicalShares; * CoordinatewithDepositoryParticipantandRegistrar&TransferAgent; * DocumentationforCreationofpledgeofSecurities. * Generationof StampPaper. |
| **SEBI** | * QuarterlyCompliancesunderSEBI(LODR)Regulations2015anditsfilingwith MSEI,BSEandNSE, * Drafting and Submission of various reply to Stock Exchanges underCompliancesunderSEBI (LODR)Regulations2015. |



**ITSKILLS**

ProficientinworkingonMCAWebsite,FirmsPortal,MSWord,MS Excel,MSPowerPointandMSOutlook.



**ACHIEVEMENT**

* Served as speaker on the topic “**Secretarial Standard on Board Meeting**” SS-1 on the 17thEDP ofthe Gurgaon Chapter ofICSI,NIRC.
* Achieved2ndRankin12thExaminationinSchool.
* Regularwriterand bloggerof Compliancerelatedarticlesonlegal websites (ComplianceCalander)



**INTERPERSONALSKILLS**

* Communicatewithimpactandempathyandcurious tolearn.
* Creativethinking withgreatdiversitytoadjustinanytypeofworkenvironment..
* AnalyticalSkillsandPositiveAttitude.



**PERSONALDETAIL**

# DateofBirth :26.02.1993Father’sName:Mr.Omprakash

**Hobbies : Reading andMusic**

# Address :Jaypeekosmos,Sector135,NoidaU.P



**DECLARATION**

Iherebydeclarethatalltheinformationfurnishedaboveis truetothebestof myknowledgeand belief.

Sd/-

# (PREETI)