

Anisha Kumari

Address:

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OBJECTIVE

To obtain challenging career, seeking a positioning in the professional world where my skills, abilities & talent could be used in right direction & up to full potential. My vision about success is "Always ready to enhance the knowledge."

ACADEMIC QUALIFICATIONS

EXAMINATION	INSTITUTE/UNIVERSITY	YEAR OF PASSING	Marks obtained (%age)	DIVISION
C.S.	Institute of company Secretary of India	Result Awaited (Professional of Module II & III)		
	CS Professional Programme	Module-I (June 2015) Module-IV (Dec 2015)	50%	
	CS Executive Programme	December 2011	50.3%	
M.B.A.(HR)	Maharshi Dayanand University, Rohtak	2013	63.23%	1 st
B.B.A.	I.M.S. Noida, C.C.S. University	2011	68.45%	1 st
12 th Com.	A.V.B. Public School CBSE Board	2008	61.8%	1 st
10 th	A.V.B. Public School, CBSE Board	2006	66.16%	1 st

TECHNICAL SKILLS /TRAINING

Computer Knowledge	MS. Office , Tally.ERP09, Net Suffering
EDP Training completed form ICSI	

INTERNSHIP DURING COURSE OF BBA

The National Institute for Entrepreneurship & Small Business Development (NIESBUD)

PROJECTS UNDERTAKEN

MY WORK EXPERIENCE IN NIESBUD:

I had joined NIESBUD and got experience in different fields like Skill Development, which are as under:

a) I worked in Skill Development Department under the scheme of Rajiv Gandhi Udyami Mitra Yojana (RGUMY) and also in the Micro Small and Medium Enterprises (MSMEs) experienced as follows :

- Registration of the Trainees and their updating on the website,
- Scanning of application and photos,

I have experienced all the above tasks assigned to me and took pleasure in doing the job. I have also increased my Self Confidence with performing the NIESBUD assignments.

15 MONTHS INTERNSHIP DURING THE COURSE OF COMPANY SECRETARY

MY WORK EXPERIENCED IN ENGINEERING PROJECTS (INDIA) LIMITED

I had joined EPI on 10th March 2014 and completed my internship on 10th July 2015 and got experience in compliance of Corporate Laws.

- Assisted in conducting Board Meeting
- Assisted in Preparing documents related Board Meeting, Committees meetings, Annual General meeting.
- Various routine internal notes and other administrative works

10 MONTHS EXPERIENCE IN PRACTICING COMPANY SECRETARY FIRM

I had joined M/S SR & ASSOCIATES from 1st August 2015 to 31st May 2016 and got experience in compliance of Companies Act, 2013.

- Assisted in filing of E- forms.
- Assisted in preparing documents of incorporation of Company, Director's report etc.

HOBBIES & INTERESTS

- Self Study & Cooking

PERSONAL DETAILS

- | | |
|---------------------|---|
| • Contact no. | +91-9910662012 |
| • E-mail ID | anishacs@rediffmail.com |
| • Date of Birth | 21-07-1991 |
| • Father's Name | Sh. Awadhesh Pandit |
| • Permanent Address | 6/7 Nova, Ashoka Road,
Shipra Suncity,
Indirapuram,
Ghaziabad (U.P.).PIN: 201014 |
| • Languages Known | English, Hindi, |

Date:

Place:

Anisha Kumari