

CURRICULUM VITAE

SANDEEP SHARMA
Mob: 9999937091

ADDRESS: L-28, SECTOR 12
PRATAP VIHAR GHAZIABAD
UTTAR PRADESH PIN:
2010009

CAREER OBJECTIVE:

To work with an organisation which can provide a growth oriented environment and where my talent is credited and equally rewarded for challenging project that brings the best out of me.

ACADEMICS:

Passed Senior Secondary from C.B.S.E. board (2007) From Air force school Hindon, Hindon Base

Passed Secondary from C.B.S.E board (2005) From Army School, Jhansi.

PROFESSIONAL QUALIFICATION:

First, Third and Fourth Group Cleared of C.S. Professional,

M.Com Passed From C.C.S University(2012)

B.Com Passed from Delhi university(2010)

Certificate of basic computer course from D.I.C.S, Delhi

Six month of Experience with M/s Rajiv Khosla & Associate, Practicing Company Secretary (Having more 15 years of practice experience) located in Sahibabad

ALPS INDUSTRIES LIMITED (Listed Entity) is a Textile Industries which has one Subsidiary Company out of India in USA. I Sandeep Sharma having One Year of Experience as a Officer-Secretarial & Legal with Listed Company with both the houses i.e N.S.E, B.S.E ALPS INDUSTRIES LIMITED having a paid up capital of Rs-345,00,00,000 crore. Basically it's a Textile Industry having a worldwide business and also exports the Products, ALPS INDUSTRIES LIMITED is a recognized Trading House.

Allied Nippon Limited (Public Limited Company having turnover around 300 crores),basically it is a Automobile Industry, I Sandeep Sharma having 3 months of Experience as a Officer-Secretarial & Legal .Basically it's a joint venture of Japanese company located in japan. Reason being the requirement only for three month.

More than One year of Experience with Ashish Sharma & Associates, Practicing Company Secretary located in Aligarh as a Executive Assistant to Company

Secretary from 21st June, 2016 to September, 23 2017.

KEY RESPONSIBILITIES ON SECRETARIAL FUNCTIONS:

Preparation of Minutes of Board & Committee Meetings i.e Executive, Audit, Independent Directors, CSR Committee Meetings and Annual General Meetings assisted as well as individually. Uploading of documents according to listing agreement clauses etc.

Individually handled the secretarial Audit of Allied Nippon Limited by arranging the various Acts compliance from respective plant head.

Preparation of petition for Merger/ Amalgamation under Section-396 of Companies Act, 2013

Drafting of NOC required from creditors at the time of merger.

Assisted in Preparation of Annual Report of listed Company.

Maintaining All Necessary Files Required as per Companies Act, 2013.

Prepared Compliance Certificates of Various Private and Public Companies.

Inspection of documents in ROC and obtaining Certified True Copies of various documents.

Drafting of notices & public limited companies for the purpose of convening Annual General Meeting.

Preparation & filing of Annual Performance Report, RBI Return, Annual Returns with the Registrar of Companies of various companies.

Incorporation of Companies and Various LLP.

Took a note on Drafting of various Rent deeds, Partnership deeds, Lease agreements & other agreements required from time to time in Company.

Took a note on Drafting of Affidavits, Power of Attorney, Service Agreement, Drafting of MOU, Share Subscription Agreement and various kinds of Contracts & Agreements.

Preparation of Vakalatnama, Legal Notice and reply for ROC query.

In Generation of Invoices, bill for Outstanding Payment.

To prepare, approve, sign and seal agreements leases, legal forms, and other official documents on the company's behalf, when authorised by the board of the directors or the executive responsible.

To advise, in conjunctions with the company's solicitors, the chief executive or other executive, in respect of the legal matters, as required.

To engage legal advisors and defend the rights of the company in Courts of Law.

To have custody of the seal of the company.

Filling of various documents/returns as required under the provisions of the Companies Law.

Proper maintenance of books and registers of the company as required under the provisions of the Companies Law.

To see whether legal requirements of the allotment, issuance and transfer of share certificates, mortgages and charges, have been complied with.

To convene/arrange the meetings of directors, on their advise.

To issue notice and agenda of board meetings to every director of the company.

To carry on correspondence with the directors of the company on various matters.

To record the minutes of the proceedings of the meetings of the directors.

To implement the policies formulated by the directors.

To deal with all correspondence between the company and the shareholders.

To issues notice and agenda of the general meetings to the shareholders.

To keep the record of the proceedings of all general meetings.

To make arrangement for the payment of the dividend within prescribed period as provided under the provisions of the Companies Law.

FUTURE PROJECTION:

To occupy a challenging position in the field of corporate sector that encourages growth, excellence and opportunities of working on different projects.

To add value to the organization I work for and in every possible way by strengthening my professional expertise.

COMPUTER LITERACY:-

Windows – 98, 2000 & XP.

M.S. office.

Internet etc.

EXTRACURRICULAR ACTIVITIES:-

Was an active participant in many school events like School plays, Theater and in various Inter-House sports competitions.

Participated in group discussions, and debates at school level.

Participated in several Professional Development Programmes(PDP), Student

Induction Programmes (SIP), Executive Development Programmes (EDP) conducted by **Ghaziabad Chapter of NIRC, of ICSI as a Coordinator.**

PERSONAL DETAILS:

Father's Name: C.H.M- Devi Sharan (Retired Armed Officer)

Mob. 9999937091

Email : cssandeepsharma1989@gmail.com

Marital Status: Single

Language Known: Hindi, English

Hobbies: Travelling and Music.

Permanent Address: L-28 Sec-12 Pratap Vihar, Ghaziabad(U.P)

Place: Ghaziabad

Date: 05/December/2017

Sd/-
(SANDEEP SHARMA)