

**Kanika Sharma**

**Mobile: 9999428848 ~ e-mail: ksachdeva2@gmail.com**

**Career Objective:** *Aspiring to work in a professionally managed and reputed organization, with challenging atmosphere, where my learning, talent, knowledge, and skills can be fully utilized and I am provided with ample opportunities to grow as an eminent professional thereby contributing to the growth and development of the organization*

**Core Competencies**

- Focused, Dedicated and Determined
- Quick Learner and self starter
- Honesty & Integrity
- Commitment to deadlines and work quality
- Zeal to explore new areas of knowledge
- Ability to work independently as well as in a team.

**Work Profile as CS Management Trainee**

**Undergone Company Secretary Management Training from 13.02.2013 to 08.03.2014 at Pradeep Kathuria & Associates . The exposure is as hereunder:**

- Filing various forms, documents and returns as required under Companies Act and other related enactments and regulations.
- Preparation for Board, and General Meeting Minutes including preparing of agendas, notes, attendance registers.
- Preparation of Diligence Report.
- Preparation of Compliance Certificate of various companies.
- Generating Director Identification Number for Directors.
- Registration and Modification of Charges with ROC.
- Incorporation of Private Limited Company.
- Preparation of Annual Returns
- Filing of e-forms 1, 1A, 1B, 18, 32, 20B, 23AC, 23ACA, 66, 23, 8, 17
- Preparation for Board, Committee and General meetings, including preparing agendas, minutes, notes, attendance registers, sitting fees, arrangement for meeting venue etc.
- Preparation of Annual Report viz. AGM notice, Directors Report, Profile of Directors, Shareholder Information, Declaration under Clause 49 of listing agreement.
- Ensure compliance with directors by preparing various disclosures u/s 299, 274(1)(g), declaration under Clause 49 of the Listing agreement and Takeover code declarations.
- Maintaining of all statutory records and filings under Companies Act..
- Compliance of the various Statutory Provisions under the Companies Act 1956 in Relation to Change of name, object of the Company.
- Change in Registered Office of the Company from one state to another.
- Change in Authorized Share Capital of Company & Allotment related work.
- Change in Composition of Board of Directors (Appointment & Resignation).
- Conversion of Public Company to Private Company.
- Preferential Allotment of Shares.

- E-filing of various Forms on MCA Portal 1, 1A, 23, 1b, 18,23AA, 23AC, 23ACA, 20B, 66, 8, 17, 23B, 67, 61, 2, 5, 24AB, 23B, 32, 21, .
- Conducted Inspection of records of the Companies on the MCA Portal.
- DIN & DSC Forms.
- Assisted in Striking off a Private Company under FTE mode.
- Filing of documents related to listed Companies ( Shareholding Pattern , Reconciliation of Share Capital , Quarterly Financial Results )

### **IT Credentials**

- Certificate course on “Understanding Information Technology in the Corporate Environment” from Aptech.
- Well versed with MS Word, MS Excel, MS PowerPoint & Internet Applications.

### **Work Experience**

- Worked as an Accounts executive in Nicetel Electronics Pvt Ltd. from 08/01/2009 to 30/11/2009.

### **Academic & Professional Credentials**

- CS Final Group I cleared conducted by ICSI
- CS Final Group IV cleared conducted by ICSI
- CS Executive (Both Groups) cleared conducted by ICSI
- Bcom from Delhi University (SOL)
- Intermediate passed from CBSE board in 2007
- High School passed from CBSE board in 2005.

### **Personal Details**

- Name: Kanika Sharma
- Date of Birth: January 5, 1990
- Father's Name: Mr.Rakesh Sharma
- Marital Status: Married
- Address: House No.5 Partap Nagar IInd Floor , Jail Road  
New Delhi -110064
- Mobile No.: 9999428848
- Hobbies: Cooking , Listening to music, Travelling, Learning new languages

Date:

Place: New Delhi

(Kanika Sharma)