

GOPAL BAGERIA

Contact No.: +919953754785

E-Mail ID: gopalbageria@yahoo.com

Address: 5877/4, Dev Nagar, Karol Bagh, New Delhi-110005

An innovative & dedicated professional aiming for assignments in **Legal & Secretarial Compliance** with a reputed organization

(Preferred Location: Delhi/NOIDA/GURGAON)

Professional Qualification

- Company Secretary from ICSI New Delhi - June 2014
- Graduation : B.Com (CAA) from IGNOU - Dec 2013

ORGANIZATIONAL EXPERIENCE

Since August 2013: Singh & Associates, Advocate & Solicitors, New Delhi- A full fledged law firm

- Formation of company including OPC as per Companies Act 2013 and Companies Act 1956.
- Assisted in Due Diligence of various Companies to observe various non- Compliances under Companies Act, 1956/2013,
- Preparing and filing of Notices, Directors Reports, Resolutions, Disclosures, Minutes of AGM, EoGM, BM etc.
- Preparation and Maintenance of all statutory records and registers as required under Companies Act 1956/2013,
- Preparing legal notices under various provisions of the Companies Act, 1956/2013
- Preparation and filing of documents for strike off of the companies under Fast Track Exit Scheme 2011
- Research in the provisions of Companies Act 1956 and Companies Act 2013 including Section 397 /398, Indoor Management, appointment of Alternate director, Minutes of the meeting, EoGM, Appointment of Independent Director etc...
- Visit to High Courts, District Courts, and CLBs for hearings with Seniors;
- Assisted in drafting the synopsis of cases, fresh drafts of applications, petitions, replies, rejoinders etc
- Detailed research on the provisions of SARFAESI Act 2002
- Preparation of an opinion on the Corporate Debt Restructuring Scheme
- Assisted the team in an assignment of Raising External Commercial Borrowings for different industries and preparation of all the related documents and detailed research on the same.
- Liaisoning with RBI, RD, ROC- Manesar, ROC- Delhi, Customs office, Income Tax, Banks, Sub-Registrar of Delhi etc.
- Preparation and Registering the documents for DSC of the Directors
- Prepared reply to the various legal notices of Income Tax Department.
- Assisted in preparing the Report on the procedure for establishing Newspaper and T.V channels in India and the various compliances requirement
- Preparation of Report on setting up a university in Madhya Pradesh and acquisition of Land for the said purpose.
- Drafting of Trust Deed and Supplementary Trust Deed and Visit to sub- Registrar office for the registration of the deed.
- Preparing a report on the Core Investment Companies and its various compliances
- Comparative analysis of Companies Act 2013 and the 1956 act vis-a-vis the various precedents of the judicial bodies.
- Completed the prestigious assignment allotted to the firm from WTO "Doing Business in India"

- Analysis of the various provisions of Central and State taxation laws including Income Tax Act, VAT, Central Excise, Punjab VAT, Haryana VAT etc...
- Internal Presentation for the firm on Companies Act 2013
- Written various Article & newsbyte for Indian Legal impetus, mondaq etc...

Areas of interest

- Mergers, Acquisitions, Demergers etc...
- Public offers
- Formation of a Company
- Drafting of legal documents
- Administration and other aspects related to the shares of the company
- Finance

ACADEMIC DETAILS

2010 **12th** from RDJPS School - CBSE Board
2008 **10th** from DAV School - CBSE Board

IT SKILLS

- Well versed with Windows, MS Office (Word, Excel & PowerPoint) and Internet Applications

EXTRACURRICULAR ACTIVITIES / OTHER ACCOLADES

- Participation in Moot Court, Spell Bee and Debate Competition, organized by ICSI.
- Speeches on various occasions in school.

STRENGTHS

- Ability to meet deadlines
- Ability to work with diverse team
- Ability to learn things fast and enrich myself from every experience
- Positive mindset and high energy level

PERSONAL DETAILS

Date of Birth : 07.05.1992
 Languages Known : English, Hindi, Nepali & Marwari
 Hobbies : Adventure trips, Reading Novels, Listening Music etc...

DATE :
PLACE : **NEW DELHI**

(GOPAL BAGERIA)