

## CAREER OBJECTIVE:

An ardent and honest team worker, working towards equipping myself with skills, knowledge & expertise required for holding responsible position.

## SYNOPSIS

- A dynamic professional with over 5+ years of post-qualification significant experience in Secretarial & Corporate Affairs.
- Sound exposure and understanding of Secretarial functions.
- Procedural aspects and Compliances under Company Law.
- Sound exposure and understanding of Accounting & Finance functions.
- An effective communicator with excellent relationship building & interpersonal skills. Strong analytical, problem solving & organizational abilities.

## PROFESSIONAL & EDUCATIONAL QUALIFICATIONS

### Professional

- ❖ Qualified Company Secretary in June'10.
- ❖ Associate Member of the ICSI from October 2011 (Mem. No. A29005).
- ❖ LL.B. from VBS Purvanchal University, Jaunpur – 59.6% in 2013.

### Academics

- ❖ B.Com, VBS Purvanchal University, Jaunpur – 60.6% in 2009
- ❖ Class XII, Jyoti Niketan School, ISC Board – 62.5% in 2006
- ❖ Class X, Jyoti Niketan School, ICSE Board – 67% in 2004

## PROFESSIONAL WORK EXPERIENCE

- March '16 to till date – Working as Manager – Legal in M/s. Yatra Online Private Limited (YOPL).
- Apr '14 to March '16 – Worked as Deputy Manager – Secretarial in M/s. New Delhi Television Limited.
- Oct '12 – Feb '14 – Worked as Assistant Officer - Secretarial in M/s. Era Buildsys Limited.
- Jun '11 – Aug '12 – Worked as Secretarial Officer in M/s. P. Balodia & Co. Practising Company Secretaries firm providing Corporate Consultancy services from last ten years. Major areas of services provided are Secretarial Audit, Litigation and Consultancy related to Merger & Acquisition, etc.
- Feb '10 – Jun '11 – Worked as Apprenticeship Trainee in M/s. P. Balodia & Co.

## JOB PROFILE

### Secretarial

- ❖ Issue of Shares (equity/ preference) pursuant to the provisions of Section 42 & 62 of the Companies Act, 2013.
- ❖ Done Buy-back of shares under the provisions of Companies Act, 2013.
- ❖ Handled issue of Bonus shares under the provisions of Companies Act, 2013.
- ❖ Convening of Board meeting through video conferencing and meeting the compliances there out.
- ❖ Meeting out the compliances pursuant to the provisions of section 185, 186 and 188 of the Companies Act, 2013.
- ❖ Drafting out the CSR policies, constituting committee and meeting out the compliances of the Corporate Social Responsibility of the Company.
- ❖ Preparation of Directors Report and annual return pursuant to the provision of Companies Act, 2013.
- ❖ Appointment of Independent Director and Managing Director under CA, '13 and taking shareholders' approval for increase in their remuneration.

- ❖ Filing of various forms under Companies Act, 2013.
- ❖ Update the management about the critical issues of Secretarial Standard for Board meeting and general meetings under the Companies Act, 2013.
- ❖ Preparation of checklist for the compliances to be done under the new Act and reconstituting the Board, Committees and appointment of KMP's and Auditors as per the Companies Act, 2013.
- ❖ Complied with the provisions of CA '13, for the increase in paid up share capital of the Company through Preferential Issue.
- ❖ Appointment of Director/ WTD/ MD along with their compliances as per the provisions of old and new Act.
- ❖ Assisted in preparation, finalisation, printing and dispatch of Annual Report of the Company.
- ❖ Assisted in the merger proceeding, in holding EGM and making of respective replies of OL & RD letters.
- ❖ Completing all the Post Merger formalities, with banks, ROC and other statutory authorities.
- ❖ Preparation & maintenance of the Notices, Agenda and Minutes Book of the Board Meetings, Extra-ordinary General Meeting, Annual General Meeting, Audit Committee & Remuneration Committee Meetings etc.
- ❖ Assisted in holding of AGM & Creditors Meeting of Listed Companies.
- ❖ Making of Notice to AGM, Directors Report and filling of Annual Report and Annual Return.
- ❖ Incorporating Private Company, Public Company, Section 25 Companies, etc.
- ❖ Fully conversant of e-filing required under Ministry of Corporate Affairs, New Delhi.
- ❖ Preparation & maintenance of Statutory Registers under Companies Act, 1956, including register under section 301.
- ❖ Registration, Modification & Satisfaction of charges etc. from time to time.
- ❖ Assisted in Secretarial Audit of Public and Private Companies and preparation of Secretarial Compliance Report.
- ❖ Conversion of Private Company into Public Company.
- ❖ Alteration of Memorandum & Article of Association.
- ❖ Preparation, drafting & filing of Petition with the CLB U/s. 141 and Section 17 of Companies Act, 1956.
- ❖ Filing petition & taking Approval as required under section 297.
- ❖ Allotment of Shares, Transfer of Shares.
- ❖ Filing of Balance Sheet and Profit & Loss Account in XBRL and normal mode.
- ❖ Preparation Search Report and Due Diligence Report.
- ❖ Taking the approval of Shareholders in EGM u/s. 293(1)(a), 293(1)(d) and 372A and filing necessary form with ROC.
- ❖ Compliance of the Listing Agreement entered by the Company with Stock Exchanges.
- ❖ Liaisoning with various authorities like CLB, ROC, RBI, Regional Director, Banks and with the Auditors and our legal consultants.
- ❖ Filling application for Payment of Stamp Duty for issue of share certificates.

#### Finance, RBI and Legal matters

- ❖ Drafting and vetting of Power of Attorney, Indemnity Bonds, Affidavits.
- ❖ Looking after the compliances and liaisoning with external counsels on the matters as per United States Securities and Exchange Commission (the parent Company of YOPL being listed on Nasdaq).
- ❖ Looking after the compliances and liaisoning with external counsels on the matters of the Companies incorporated in Singapore, Cyprus and Cayman Islands.
- ❖ Drafting of Agreements, Lease Deeds etc.
- ❖ Vetting loan agreements, Corporate Guarantees and various deeds for financial facilities from bank.
- ❖ Completing the documentation for Pledge of Shares and Mortgage by Deposit of title deed of Immovable Property, to secure Loans & Financial Assistance, etc.
- ❖ Taking approval from MIDC & SIDCUL for transfer of title in Lease Deeds to Bank.
- ❖ Vetting of various Agreements, Bank Guarantees and Performance Bank Guarantees.
- ❖ Opening of Escrow Account, Current Account & Accounts for JV, with various Banks.
- ❖ Dealing with the Reserve Bank of India for the purpose of Preparation & filing of FC-GPR Forms in case of Allotment of Shares made to Foreign Exchange Remitters.
- ❖ Filing of Annual Return, Foreign Liabilities & Asset to RBI.
- ❖ Reporting of downstream investment of the Company.

#### COMPUTER SKILLS

- ❖ Well equipped with knowledge of MS Word, MS Excel.
- ❖ Internet & E-mail

## STRENGTHS

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- ❖ 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

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- ❖ Date of Birth : 08th February 1989.
- ❖ Fathers Name : Shri Rajesh Kumar Rai
- ❖ Contact Address : Flat No. 1801, Tower G-7, Nirala Greenshire  
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Shashank Rai