

JASMEET KAUR

B 119 First Floor, Naraina Vihar,
New Delhi -110028

E-Mail: csjasmeet.k@gmail.com

Contact Number: 9910906865



CAREER OBJECTIVE:

To be a part of dynamic environment and looking forward for professional growth by way of harmonizing the organizational goals with personal goals and to obtain challenging and responsible position in an organization, wherein I can contribute to the successful growth of an organization using my abilities and knowledge.

ACADEMIC QUALIFICATIONS:

Examination Passed	Institute / Board	Year of passing	Percentage
Company Secretary	The Institute of Company Secretaries of India	2013	52.50
LL.B	Ch. Charan Singh University, Meerut	2017	55.13
Graduation B.Com (Pass)	University of Delhi	2010	66.74
Senior Secondary	CBSE Board	2007	79.00
Higher Secondary	CBSE Board	2005	82.40

CURRENT WORK PLACE & EXPERIENCE

Current employer : St. Patricks Realty Private Limited
(Central Park Group comprising of 53 companies)

Position : Company Secretary

Location : Sohna Road, Gurugram

Period : 29th October, 2018 to till date

Key Deliverables:

- Handling all kinds of Secretarial Compliances of the Company relating to filing of forms pertaining to Directorship change, Registered Office Address, Beneficial ownership, Auditors, Name change, Charge registration and satisfaction with ROC, Alteration in Memorandum and Articles of Association of the Company, etc.
- Proficiency in XBRL mapping & tagging.
- Incorporation of various types of companies majorly, Private and Section 8 Companies.
- Payment of stamp duty on shares with the Office of SDM Delhi (Online) and Haryana (manually) and presented at hearing at Office of SDM Delhi in matter related to delayed filing.

- Transfer work related to shares of companies by way of consideration and by way of gift.
- Preparation of documents and assisted in relation to Friendly takeover of Private Companies.
- Drafting of replies for the queries raised by department and clients.
- Regular organizing of Board Meetings, General Meetings and other Committee Meetings. (Preparing notices, agendas for meetings, and recording minutes of the same)
- Drafting of various agreements, resolutions, Letters, etc.
- Maintenance of Statutory Registers, Minutes and other statutory records of the Companies as per the provisions of the Companies Act, 2013 and rules made thereunder.
- To Coordinate with Auditors with respect to secretarial compliances for the transactions made.
- Compliances with FEMA and filing of Foreign Liabilities & Assets (FLA) returns with RBI.
- Submission of Due Diligence Reports to the Banks as and when required.
- Application for ISIN with NSDL and Dematerialization of shares of companies.
- Handling Trademark registrations and submission of replies with the department.
- Handling filings of foreign establishments of the group.
- Registrations under Section 12A and 80G of the Income Tax Act.
- Currently assisting in takeover and change in management of Non-Banking Financial Company.

PREVIOUS WORK PLACE & EXPERIENCE

Employer : Neusource Startup Minds India Limited
Position : Assistant Company Secretary
Period : July, 2018 to October, 2018

Key Deliverables:

- Incorporation of various types of companies under the provisions of Companies Act, 2013.
- Various Filings under Companies Act, 2013 pertaining to Changes in the Share Capital, Allotment, charges, changes in the directorship, Alteration of Memorandum & Articles of Association of the company, change of name of companies, Change of Registered Office of the company within the local limits and from one State to another, Fast Track Exit of the companies, Annual Filing in Form AOC 4 as well as XBRL mode.
- Handling Trademark registrations and submission of replies and Counter Statements with the department.
- Registration of GST various companies & firms and filing of their GST returns, quarterly & monthly.

WORK EXPERIENCE IN OWN PRACTICE

Employer : Jasmeet Kaur & Associates
Position : Practicing Company Secretary
Period : April, 2015 to June, 2018

Apart from handling assignments as mentioned above, also handled the following assignments during my own practice:

- Setting up Branch / Liaison / Representative Office in India of foreign Companies and their filings with ROC.
- Preparation of Due Diligence of various companies.
- Conversion of the following:
 - Private Limited to Limited Liability Partnership.
 - Private Limited to Public Limited & vice versa.
- Carrying on Secretarial Audit of various companies including Listed Companies.
- Preparation of Search report of companies to be issued for Banks.
- Appointment of Director from Backend of a Private Company.
- Various Filings under LLP Act, 2008 i.e., Formation of LLP, Change of Designated partners, Modifications in LLP agreement and alike.
- Liaisoning with ROC, RD, RBI, SEBI and other departments.

INTERNSHIP EXPERIENCE:

- Worked as an Apprenticeship Trainee at M/s Vikas Gera & Associates, Practicing Company Secretaries from August, 2013 to December, 2014.

COMPUTER PROFICIENCY:

- Completed Computer Training from as prescribed by the ICSI.
- Familiar with MCA (Ministry of Corporate Affairs) portal.
- Familiar with MS Word, MS Excel and MS Power Point.

STRENGTHS:

- Leadership skills and improvise ability to deal with client;
- Ability to work under pressure and handle multiple tasks;
- Ability to work in a team environment and meet the deadlines of the organization; and
- Positive attitude, Honest, Confident and Cooperative.

PERSONAL VITAE:

Date of Birth	: 30 th October, 1989
Father's Name	: Sh. Balvinder Singh
Marital Status	: Married
Place	: New Delhi
Linguistic Abilities	: English, Hindi, Punjabi

DECLARATION:

I hereby declare that the information furnished above is true and to the best of my knowledge and belief.

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(Jasmeet Kaur)
Date: 15.06.2022