



CS VIJIT JUNEJA

PROFILE

I'm a fresher Company Secretary with two years of training experience in a reputed Practising Company Secretary Firm as well as Company, and now looking forward to work in an esteemed institution and learn and grow at every given opportunity.

EXPERIENCE

February, 2021 – March, 2022

Publication House • CS Management Trainee • TAXMANN

- Advising the Board of Directors of various on statutory requirements to ensure that business is conducted in a proper and effective manner.
- Appointment/ Resignation of director in company
- Maintaining Statutory Registers, returns (XBRL), Minutes and other records required under Companies Act, 2013
- Prepare documents and queries on new project called "Tax Practice" related to Companies Act, 2013 and FEMA
- Prepared Short stories on various circulars.
- Preparation & filing of DPT-3 forms
- Preparation & filing of Form MSME I
- Annual Compliance- Filing of e-form MGT-7 (Annual return) and filing of e-form AoC 4/ AOC-4 XBRL (financial statements) with RoC
- Briefing of Case laws
- Prepared Short stories on various circulars.
- Regular updates of corporate laws and other incidental laws to professionals through webmail

April, 2020 – January, 2021

Practicing Firm • CS Management Trainee • Ruchita Dang & Associates

- Preparation of funding related documents
- Assignment related to private placement and right issue
- Preparation of cap table, Term sheet
- Drafting of legal documents related to Companies Act
- MCA Compliances and Trademark Application
- Drafting of minutes, notices, resolutions, etc



H- 5/22
Krishna Nagar, Delhi, 110051



7011729238



Vijitjuneja1996@gmail.com



<https://www.linkedin.com/in/vijit-juneja-9a5368203>

- Various ROC filing
- Incorporation of companies
- Prepared various tools of company law like Index on company law, directors' remuneration
- Worked on legal research paper
- Drafting of LLP Agreements
- Liaison with banks and regulatory bodies
- Statutes writing
- Ensuring annual and event-based compliance under Companies Act and other laws

EDUCATION

ICSI – Delhi, India

- Company Secretary – 2020

Chaudhary Charan Singh University – Meerut

- L.L.B – Pursuing

Delhi University – Delhi

- B.Com (Hons) - 2018

PUBLICATIONS

- Articles published on Taxmann website on [2021] 126 taxmann.com 138 (Article) Date of Publishing: April 14, 2021- Can LLP form a partnership firm with an individual or other persons.
- Articles published on Taxmann website 127 taxmann.com 456 (Article) Date of Publishing: May 28, 2021- RBI's new guidelines for appointment of auditors by Commercial banks, NBFCs and Housing Finance Corporation- An Overview
- Article published [Prevention of Sexual Harassment at Workplace \(POSH\)- An Act of Awareness \(taxguru.in\)](#)

ACHEIVEMENTS

- Completed 15 days academic training conducted by ICSI.
- Completed MSOP Training
- Exemption in Corporate Restructuring
- Participated in Bombay Stock Exchange Quiz
- Participated in All India Company Law Quiz conducted by ICSI
- Participated in webinar on “POSH ACT”
- Medals in Athletics

- Trading in Security market
- Having wide knowledge of interpretation of laws

IT SKILLS

MS Word, MS Excel, MS Power point, E-mailing, basic computer knowledge, google certified course and working knowledge of MCA 21, Infographics, etc.