



YOGITA KHANDELWAL

COMPANY SECRETARY

ACS NO : 65475

CAREER OBJECTIVE

An ambitious person eager to deliver dynamic services in the competitive environment. I am looking forward to work with reputed organization where I can prove my Professional, legal and Secretarial abilities, and contribute towards organizational and personal growth.

CONTACT INFORMATION

📍 Present Address :- Flat No. 004,
Bharat Residency, Sector 15, Part – 2
Gurugram, Haryana 122001

📍 Permanent Address :- A-333, Vijay
Path, Vidhyut Nagar, Ajmer Road,
Jaipur, Rajasthan – 302021

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KEY FUNCTIONAL AREAS

- Companies Act, 2013
- Limited Liability Partnership Act, 2008
- SEBI (LODR) Regulations, 2015
- Insolvency and Bankruptcy Code, 2016
- Foreign Exchange Management Act, 1999
- Goods and Services Tax Act, 2017

STRENGTHS

- Ability to work in a team environment and lead whenever required
- Ability to maintain good professional relationship and adaptable to changing corporate environment

EDUCATIONAL CREDENTIALS

Company Secretary

Institute of Company Secretaries of India, Dec. 2019

Bachelor of Law (L.L.B)

University of Rajasthan, Jaipur - 2019

Master of Commerce (M.com)

University of Rajasthan, Jaipur - 2018

Bachelor of Commerce

University of Rajasthan, Jaipur - 2015

Senior Secondary (12th)

Rawat Sen. Sec. School, Jaipur – 2012

Secondary (10th)

Rawat Sen. Sec. School, Jaipur - 2010

TRAINING EXPERIENCE

- Firm's Name : Deepak Arora & Associates
- Location : Jaipur
- Period : From 29.02.2020 to 05.03.2021
- Major Task Handled :
 1. Incorporation of Private Limited Company/LLP.
 2. Conversion of Companies into LLP and Partnership firm into Private Limited Company.
 3. Preparation of DDR (Due diligence Report) as required by banks & Financial Institutions.
 4. Strike off of Companies.
 5. Compliance related to Section 185, 186 and 188.
 6. Drafting of Notices/Reports/Agenda/ Minutes /Resolutions /Agreements.
 7. Preparing as well as filing of various e-forms & Returns related to Companies and LLP.
 8. Alteration of MOA and AOA as per specification.
 9. All Quarterly, half yearly, annually and general compliances related to BSE & NSE under SEBI (LODR) Regulations, 2015.

- Optimistic Approach, Smart working, well - planned and Systematic approach.

COMPUTER PROFICIENCY

- Working Knowledge of Busy, Compu office etc.
- Expert Knowledge of Tally
- Application Software – MS Office

PERSONAL DETAILS

Date of Birth : 16 Aug, 1994
Husband's Name : Vishnu Todwal
Gender : Female
Marital Status : Married
Language : English and Hindi

10. Registration under various Act – GST, IEC, MSME, Rajasthan Shop Act.
11. Filing of various returns under GST - GSTR1, GSTR-3B, GSTR-9, GSTR-4 and assist in audit .

WORK EXPERIENCE (PRE-QUALIFICATION)

- Firm's Name : Ankit Khandelwal & Associates
- Location : Jaipur
- Period. : from 08.07.2018 to 15.11.2019
- Major Task Handled :
Financial Reporting, Registration in Various Acts, Tax Compliance related matters for corporate and non – corporate clients.

DECLARATION

I pledge and pronounce that all the above information is true to the best of my knowledge.

Place : Gurugram