

**Neeta**

Dubai, UAE

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| **Career Objective** |

* To Work in a dynamic environment that provides me a vide spectrum of experience and exposure. To bring a dynamic and versatile portfolio of skills at work place and to serve the organization.

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| **Professional Experience:** |

**Company Secretary Trainee** at **National Stock Exchange of India Limited (NSEIL)**

**(Jan 2014 - April 2015)**

* **Handled following work:**
* Processing the applications for Listing of shares of companies listed on Other Stock Exchanges (including Regional stock exchanges) pursuant to direct listing on NSE.
* Processing Further issues applications namely :

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| * Preferential Allotment |
| * ESOP issue |
| * FCCB issue |
| * Bonus issue |
| * QIP |

* Assisted in Quarterly Compliances under various clauses of Listing Agreement :

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| * Corporate Governance |
| * Share Holding Pattern |
| * Financial Results |
| * Annual Report |

* Assisted in Monitoring of Share Holding Pattern, Analysis of Annual report w.r.t. Corporate Governance and Analysis of Auditor’s Qualifications provided with financial results.
* Dealt with disclosures under SEBI (Prohibition of Insider Trading) Regulation, 2015.

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| **Extra Curriculum:** |

* Member of National Service Scheme in College
* Volunteered in arranging blood donation camp
* Attended the Seminar on Preferential Issue of shares, Insider Trading Regulation and on Listing Regulations organized by NSEIL

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| **Educational Qualifications** |

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| * **Professional Qualification** * Passed **Executive Program** of ICSI by scoring 303/600 in **August 2012.** * **Preliminary Qualifications**  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Qualification** | **Institute** | **Board / University** | **Percentage / Grade** | **Year of Passing** | | Bachelor of Commerce (B.com.) | CHM college | University Of Mumbai | 69. 14% | March 2011 | | Higher Secondary Certificate Examination | New era junior college | Maharashtra State Board | 76.17% | Feb. 2008 | | Secondary School Certificate Examination | Jhulelal Trust School | Maharashtra State Board | 57.20% | March 2006 | |

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| **Other Details:** |

* Languages Known: English, Hindi, Sindhi and Marathi
* Marital status: Married
* Date of Birth: 28 May, 1991
* Place of Birth: Agra, India
* Visa Status : 90 Days Tourist Visa

***All references and attested certificates can be presented upon request***