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**Key Skills:** Financial & Strategic Planning//Secretarial Standards//E-Form Filling//SME listing//Minutes Preparation//Company and LLP Incorporation

***Synopsis***

* Young, energetic and result-oriented **CS** professional offering an Articleship experience of **15 Months** in a BSE Listed Company with diverse roles in **Secretarial** arena
* Deep understanding of **Secretarial** domain of with focus on delivering business solutions
* Experienced professional with superior ability to motivate personnel and enhance the overall efficiency, performance, and compliance with standard procedures and regulations
* Keen ability to recognize and implement streamlined processes that reduce errors and improve operational quality and efficiency
* Diligent, self-motivated & motivator, committed, hard task master with excellent communication, presentation, interpersonal and problem solving skills

***Career Chronicle***

Citywide International Private Limited, Mumbai (Nov’14 – Dec’15)

Import Export Executive and Compliance Officer

Mangal Credit and Fincorp Limited, Mumbai (Aug’13 – Nov‘14)

(BSE Listed Company)

Management Trainee

Vijay Tiwari and Associates, Mumbai (Jan’13 – Jul’13)

Intern

Corporate Study Circle, Jodhpur (Jan’12 – Dec’12)

Tutor (Economics)

Secretarial Audit and Compliances of following closely and widely held companies have been done.

|  |  |  |
| --- | --- | --- |
| **COMPANY** | **Industry-Sector** | **Nature of Work** |
| Zenith Strips Limited | Iron and Steel Industry | SME Listing related matters and preparation of DRHP. |
| Mangal Credit and Fincorp Limited | Real Estate and Finance Industry | Listing Compliances and AGM related requirements. |
| Jumbo Finance Limited | Finance Industry | Listing Requirements. |
| Rasilant Technologies Private Limited | Technology Industry | Secretarial Audit and Minutes Preparation. |
| Gulf Automation Private Limited | Automation Industry | Minutes Preparation and Annual Filling. |

Have been engaged in Compliances related matters, Minutes Preparation, Annual Filing, Trade Mark related work, SME Listing and Listing matters of many companies.

***Educational Credentials***

**# Professional**

|  |  |  |  |
| --- | --- | --- | --- |
| **Company Secretary** | **Year of Passing** | **Institution** | **Performance** |
| Professional | Pursuing | ICSI |  |
| Executive | June’ 2012 | ICSI | 52% |
| Foundation | Dec'2010 | ICSI | 55% |

***# Educational***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Qualification** | **College/ School** | **Board/University** | **Year** | **Performance** |
| P.G Diploma in International Business and Finance | Old Campus | Jai Narain Vyas University | 2015 | 66% |
| M.Com in Economics | Old Campus | Jai Narain Vyas University | 2015 | 61% |
| B.Com (Eco Hons.) | Old Campus | Jai Narain Vyas University | 2013 | 63% |
| Higher Secondary | Central Academy | CBSE | 2010 | 69% |
| Senior Secondary | Central Academy | CBSE | 2008 | 54% |

***Professional Training Experience***

* Completed Student Induction Programme Training (SIP) from ICSI Jodhpur Chapter
* Completed Education Development Programme Training (EDP) from ICSI Jodhpur Chapter

***Technical Proficiency***

**Operating Systems :** Windows 98, 2000, XP, 2008

**Applications :** Proficiency in MS–Office, and Internet Applications

**Others :** Completed 100 hours Computer Training from APTECH conducted by ICSI

***Co-Curricular & Leadership Activities***

* Been the coordinator for various fests and cultural events held at school
* Participated in School Cricket tournament
* Participated in various school plays and in various Dance competitions

***About Myself***

* A hardworking and enthusiastic person with good communication and interpersonal skills
* Have the zeal to learn and perform
* Easily adaptable to new environment and people
* Ability to work in a team and emerge as a team leader

***Personal Minutiae***

Date of Birth : 10th July, 1992

Languages Known : English, Hindi, Rajasthani(Marwari) and Sindhi

Attributes : Focused, analytical, adaptable and humorous