**Priti**

A highly efficient and competent Company Secretary and Law graduate having an ability to ensure that a company complies and operates in accordance with statutory and legal provisions. Experience of conducting meetings with company share holders and the board of directors and acting as a point of communication between them. Well presented and highly personable, with a deep knowledge of corporate regulatory and company rules. Excellent organizational skills, highly efficient and methodical with a good eye for detail.

Keen to find a challenging position in Legal department with a successful and ambitious company that offers opportunities for career development and advancement. **Willing to work in Dubai.**

**Profile Summary**

**A seasoned professional with 7 years experience in**

~ IPO & QIP Due Dilligence ~ FEMA Compliance ~Incoporation of Foreign entities

~ SEBI Compliance ~ Incentive documentation ~ Corporate Governance

~ Legal ~ ROC Compliance & XBRL ~ Board & General Meetings

**Core Competencies**

**Corporate Compliance:**

* IPO Due diligence
* Secretarial work for fund raising through Qualified Institutional Placements (QIP).
* Compliance of SEBI requirements as per Listing Agreement
* Secretarial compliance of various national and multinational companies & holding General & Board Meetings and drafting board papers related thereto, updating statutory registers, filing of e-forms with ROC including filing of financial statement in XBRL mode, issuance of compliance certificate.
* Conversion of external commercial borrowings into equity capital, conversion of unsecured loan into equity.
* Allotment, transfer, transmission of shares, increase in authorized capital, issuance of share certificates and payment of stamp duty thereon.
* Carrying out of search on MCA and preparation of reports for banks
* Registration, modification and satisfaction of charges
* Conversion of limited company to private limited and vice versa, partnership firm into company.
* Filing documents and Liasoning with Regional Director
* Incorporation of wholly owned subsidiary of E+H Infoserve group, Germany, Bonatrans Group, Czech Republic, KAPP group, Turkey successfully.

**FEMA compliances:**

* Foreign direct investment
* Obtaining of Import Export Code(IEC) from DGFT
* Preparing & Filing of form FC-GPR & FC-TRS with RBI
* Conversion of ECB into equity capital

**Legal work:**

* Drafting legal inter company documents such as Code of Conduct, Corporate Governance, etc.
* Work related to Industrial Entrepreneurs Memorandum (IEM) under IDRA
* Drafting of lease agreements, obtaining license under shop and establishment act
* Vetting of loan documents, undertakings/affidavits/indemnity/power of attorney/ Memorandum of Undertaking (MOU)
* Liaised with various statutory authorities & registered agents including stakeholders, clients, and bankers.

**Finance:**

* Preparation of certificate for foreign payments in Form 15CB
* Documentation for obtaining incentives under PSI 2007 and 2013.
* Documentation and liasoning with bankers for obtaining bill discounting facility.

**Organizational experience**

* Gautam N Associates, Mumbai since June 2011 to March 2016 as Associate Company Secretary
* Octaga Green Power & Sugar Co. Ltd, Mumbai from Oct 2010 to May 2011 as Company Secretary
* Eskay K’n’it (India) Ltd, Mumbai(BSE Listed) from Dec 2009 to Oct 2010 as Company Secretary
* Samson Maritime Ltd, Mumbai from Nov 2008 to Nov 2009 as Jr. Officer (Legal & Secretarial)
* MRM Associates, Pune from Mar 2006 to Feb 2007 as CS trainee
* Alankit Assignments Ltd, New Delhi from Jan 2005 to July 2005 as management trainee

**Academia**

2015 Pursuing ICA Diploma in Corporate Governance, Risk & Compliance by Manchester University at Dubai

2014 LL.B from B.A.M.U. Aurangabad, Maharashtra with First Class

2008 CS from Institute of Company Secretaries of India, New Delhi

2002 M.Com from Shivaji University, Kolhapur, Maharashtra with Distinction

1999 B.Com from Shivaji University, Kolhapur, Maharashtra with First Class

**Personal Details:**

Date of Birth: Jan 22, 1979

Nationality: Indian

Languages known: English & Arabic

Marital Status: Married

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