**PAYAL SINGH**

**(Company Secretary)**

**Objective**

To associate myself with such an Organization which will enable me to apply my skills & abilities, and that provides me an opportunity to develop in-depth knowledge of the profession for continued self-growth and enhancement of the organization.

**Academic Credentials**

* **Passed CS Professional from Institute of Company Secretaries of India (ICSI) in June, 2015.**
* **B.B.A from University of Indore, in 2011.**
* **Pursuing M.B.A from Rajasthan Technical University, Jaipur.**

**Apprenticeship Training**

**MANISH SHARMA &ASSOCIATES,** Practicing Company Secretaries.

**Designation: Apprenticeship Trainee (Duration: 12 Months)**

**Key Deliverables:**

* Incorporation of Companies and LLP both as per Companies Act, 1956 and Companies Act, 2013.
* Maintained statutory records and registers of various Companies as per Companies Act, 1956 and Companies Act, 2013.
* Drafted Notices and agendas for meetings of Board of Directors and General Meetings of various Companies (Including Government Company).
* Preparation of Annual reports of Companies (Including Listed Companies) & LLPs and filing thereof.
* Filing of Financial Statements in **Extensible Business Reporting Language (XBRL)** format**.**
* Prepared Compliance Certificates of various Companies Private, Public as well as Listed Companies.
* Prepared Search reports.
* Change of Name clause, Object Clause, Registered Office Clause in MOA of various Companies.
* Increase in Authorized Capital.
* Drafting of petitions along with supporting documents thereof and filing of the same with Regional Director for condonation of delay in filing creation, modification and satisfaction of charge.
* Allotment of Shares (Right Issue as well as Private Placement).
* Appointment and Resignation of Directors & Key Managerial Personnel.
* Filing of Various E-forms.
* Preparation of quarterly Reconciliation of Share Capital Audit Report & Half Yearly Certificate of Listed Companies.
* Various compliances by Listed Companies as per SEBI (LODR) Regulations, 2015.
* Preparation of Scrutinizers Report.
* Preparation of Director’s Report and Annual Return and filing of Annual Forms [MGT-7 and AOC-4 (XBRL, non-XBRL & CFS)] as per Companies Act, 2013.
* Conversion of Private Company and Unlisted Public Company into LLP.
* Strike off companies under Companies Act, 1956.
* Secretarial Audit Report of Listed Company as per Companies Act, 2013.

**Achievements:**

* **Achieved 7th All India Rank (AIR) in CS Professional in June 2015**
* **Got Scholarship from Dhirubhai Ambani Foundation Group for scoring highest percentage in Senior Secondary**.

**Awareness of Information Technology:**

* Basic knowledge of computer and Internet
* E-filing on MCA-21
* Company E-Filer and XBRL utility.

**Personal Information**

Date of Birth : 19th September, 1990

Language Known : English, Hindi and Marathi

Marital Status : Married

Nationality : Indian

**Job Seeker First Name / CV No: 1841988**

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

