Sugam

Sugam.340856@2freemail.com

**Objective**

To be at neck-to-neck pace with the competition prevalent in the industry and be committed to contribute towards the achievement of organizational goals by applying my knowledge as well as by constant learning.

**Professional Qualification**

 Passed CS Executive Examination in Dec. 2013.

 Passed CS Foundation Examination in Dec. 2011.

**Academics**

|  |  |  |
| --- | --- | --- |
| **Grade** | **Board/ University** | **Year** |
| B.com |  DBRAU | 2014 |
| XIIth (Commerce) | UP | 2011 |
| Xth | UP | 2009 |

**Training Traits**

Completed 15 months Management Training under PCS. Have work experience in;

1. Preparation of Documents for Conducting Board Meeting, Annual General Meeting and Extra Ordinary General Meeting of various Companies i.e. Notice of Meetings with complete Agenda of Meetings.

2. Drafting of Minutes of Board Meeting, Annual General Meeting and Extra Ordinary General Meeting.

3. Preparation of Statutory Registers, Share Certificate of the various companies.

4. Preparation of documents related to Transfer of shares, Directors Report and Annual Return.

5. Change of Registered Office of the Company within state and outside state.

6. Preparation of various other forms and documents related to appointment of Director, Managing Director, Whole Time Director.

7. Allotment of Share, and Annual Filing of the Companies, Procuring Director Identification Number.

8. Drafting of various documents, agreements and deeds.

9. Inspection from MCA portal and physical inspection including procuring certified Copies from the Office of Registrar of Companies.

10. Preparation and filing of documents for striking off the name of the company as defunct under section 560 of the Companies Act, 1956.

11. Liasioning with ROC officials.

**IT Skills**

 Working Knowledge of MS-Office.

 Working Knowledge of Internet.

 Completed compulsory Information Technology Training with ICSI.

**Personal Traits**

 Like to get up with people in a socially conducive environment.

 Keen to work in a Professional Environment with all due hard work and punctuality.

**Strengths**

 Problem-solving skills and a good attention to detail.

 Positive attitude.

 Good communication skills

**Hobbies**

 Listening Music.

 Reading Books related to syllabus.