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[**Dashini.370220@2freemail.com**](mailto:Dashini.370220@2freemail.com)



**Darshini**

[Masters in law, Company secretary,B.com]

**Aspire To Pursue Career in Legal, Corporate Laws and Regulations, Accounts & Administration**

**Contact Information**

**Nationality:** Indian **D.O.B:** June 17, 1990 **Marital Status:** Married

**Professional Synopsis**

A seasoned corporate and IPR professional with five years of post-qualification & pre-qualification experience each coupled with solid business acumen. Excellent communicator and negotiator with a track record of delivering results.

**Academic Qualifications**

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|  | **Degree** |  |  | **Institute/Board/University** |  |  | **Year** |  |  | **Percent** |  |
| Masters in law(LLM) | | | School Of Law (Intellectual property Rights) | | | 2016 | | | cleared | | |
| Company Secretary(CS) | | | Institute Of Company Secretaries Of India(ICSI) | | | 2014 | | | cleared | | |
| Bachelor of law (LLB) | | | D.T Law College, Gujarat University | | | 2014 | | | 59% | | |
| Advocate Examination | | | BAR COUNCIL OF INDIA | | | 2014 | | | cleared | | |
| Bachelor of Commerce | | | GLS, Gujarat University | | | 2010 | | | 64% | | |

**Professional Credentials**

**Assignments Handled:**

1. **Dharmadev Infrastructure Ltd (Feb’2015 – March'2017) -Ahmedabad(India)**

***Designation:-Company Secretary and legal Advisor***

* Incorporation and Strike off of the companies.
* Responsible for all Company Secretarial functions, duties and responsibilities.
* Accounting Entries in Tally software.
* Organizing, preparing Agendas for, and taking minutes of Board/General Meetings/AGM and drafting minutes within set time frames.
* Maintenance of Statutory Registers under Companies Act, 2013
* Assisted in for completion of Statutory and Internal Audit on time.
* Setting up of Internal Control System & Monitoring the compliance.
* Preparation of Annual Report and conversion of Financial Statments in XBRL Mode.
* Internal Audit of Banking Transaction .
* Drafting and vetting of various agreements like Lease Agreements, Leave and License Agreements, Advertisements agreements.
* Drafting of other legal documents like Petition, affidavits, Indemnity Bond, Letter of Authority, Renewal & Termination Letters etc.
* Compounding of Offences under companies Act 2013

**2. Shri Amrish Gandhi & Associates (PCS) (July’2014 – Jan’2015)-Ahmedabad(India)**

***Designation:-Assistant Company Secretary***

* + Drafting of other legal documents like Petition, affidavits, Indemnity Bond, Letter of Authority, Renewal & Termination Letters etc.
  + Compliances reporting under various laws like labor laws, Taxation laws from the respective departments.
  + Liasioning with Consultants/ legal counsels for cases like Labor cases and property related matters and appearance with them in respective courts
  + Publication of public notices etc on behalf of the company.
  + Preparation and conversion of Financial Statements in XBRL Mode.
  + Special case Investigation needed to be resolved by Audit team on urgent and independent basis and reporting to CEO/CFO and other board members.
  + Managing and handling special assignments of the companies
  + Liaisoning with Registrar of Companies Office, Gujarat and with other authorities and accompanying them to carry on their audit smoothly and independently.

**3. Registrar Of Companies -Gujarat Region(feb’ 2012 to Jan’ 2013) – Ahmedabad (India)**

***Designation:-Intern Company Secretary***

* + Handled Postal Ballot process of the Companies Act,2013 as applicable for various agendas.
  + Handled the request for Transfer and Transmission of Shares
  + Preparation of Compliance Sheet & Secretarial MIS
  + Publication and Issuing of public notices to the companies of Non Compliances.
  + Data entries of compliances and Non compliances of the companies listed with ROC
  + Drafting minutes within set timeframes.

**4. Ashok P. Pathak & Company (July,2011 – to Jan,2012) – Ahmedabad (India)**

***Designation:-Intern Company Secretary***

* + Statutory complainces of Various Private Ltd. Companies ,Pulic ltd companies,listed with ASE and ROC.
  + Accounting & Book Keeping of Various Proprietor, Partnership firms & Corporate Entities.
  + Liaisoning with Registrar of Companies Office, Gujarat and with other authorities.
  + Responsible for all Company Secretarial functions, duties and responsibilities.

**5. Just solutions pvt ltd(2010 to 2011)-Ahmedabad(India)  
 *Designation:-Accountant***

* + Accounting entries of purchase, sales, bank and cash transactions.
  + Bank Reconciliation.
  + Preparation and filling of Returns.
  + Gained experience in preparation of Accounts as per the provisions of the Companies Act, Income Tax Act.
  + Compilation of reports

**Information Technology**

* + Working in a fully computerized environment having Proficiency in MS-Office, Windows 97, 7, 8, and 8.1.
  + Having Proficiency and expertise in MS office tools viz. Excel, Word and Power-Point presentation.
  + Functional knowledge of Accounting and ERP packages viz. Tally ERP 9
  + Cleared the Compulsory Computer Test of NIIT as per ICSI Regulation.

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| **Achievements** |

* + Hold 1st Position for “BEST PROJECT” at R-MSOP organized by ICSI
  + Successfully certified for Management Skills Orientation Program by ICSI.
  + Successfully Certified for Stock exchange Training by ICSI
  + Successfully certified for attending the “INTERTNATIONAL CONFERENCE ON HUMAN RIGHTS”

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| **Core Competencies** |

* + Possess good logical thinking, analytical and problem solving skills
  + Knowledge of law enforcement with strong work ethics
  + Strong computational skills
  + Relishes the environment of team work
  + Good interpersonal skills
  + Extremely attentive and hardworking.
  + Possess exceptional integrity, dependability and confidentiality.