|  |
| --- |
| **SNEHA**  |
| **C/o- no-: +971505891826 |** **Sneha.378098@2freemail.com** |
| **SUMMARY** |
| Qualified Company Secretary with more than 4 years of experience of working in legal services industry, Efficient and competent with an ability to ensure that the company complies and operates according to statutory legal procedures. Seeking career opportunity in corporate legal compliance & Business consulting |
| **SKILLS** |
| * Company formation/ Registration,
* Business consulting,
* Drafting,
* Compliance,
* Company secretarial matters,
* Corporate Governance
 |
| **EXPERIENCE** |
| **Company Secretary & Business Consultant/advisor** **Sneha Wilson & Associates -** Bangalore, India  | **Dec 2014 to August 2014** |
| * legal Compliance Services
* Incorporation of Private/Public Limited Companies ,LLP, Foreign subsidiary, as per the Indian Companies act, 2013
* Allotment and issue & transfer of shares
* Providing corporate legal & secretarial support to client companies
* Handling company law matters
* Advising clients on regulatory matters
* Advise on legal issues & due diligence to companies
* Drafting of legal documents, MOA & AOA, various contractual agreements
* Liaise with Indian legal regulatory authorities
* Business set up advisory to start up
* Conducting Annual general meetings, Board meeting, EGM
* Preparing Notices, Agenda’s, minutes of meetings & board/shareholders resolutions
* FEMA (Foreign exchange management) compliance applicable to companies
* Writing articles on company law matters and company formation
 |
| **Company Secretary & Compliance Officer****Ideal Industries India Private Ltd -** Delhi, India | **June 2014 to October 2014** |
| * Responsible for all company secretarial & corporate governance duties & responsibilities
* Maintaining various statutory and routine registers i.e Register of Directors, Members
* Liaison with office of Registrar of companies & Regional Director
* Drafting & vetting of legal documents
* Ensuring company policies are up to date and maintain awareness within the company
* Ensuring company complies with standard legal practice and maintains standards of corporate Governance
* Preparing invoices, Maintaining debtor/ creditor details
* Communicating with buyers and suppliers
* Maintaining day to day expenses & Bank reconciliation
* Assisting in financial audits
 |
|  |

|  |  |
| --- | --- |
| **Assistant Company Secretary****Ritu Mangla & Associates -** Delhi, India | **Jan 2012 to Sept 2013** |
| * Secretarial & legal Compliance Services
* Organizing and taking minutes of annual general meetings and Board meetings of client Companies
* Annual Accounts e-fillings of companies & Limited Liability Partnership
* Filling and filing of various compliance related, change services and other e-forms
* Creation of new companies and limited liability partnerships
* Company formation, Registration of foreign subsidiaries and branch companies
* Certification for FC-GPR Filing
* Assisted in maintaining company records and documentation
* Keeping regular updates on changes in corporate law and legal matters.
* Assisted in advising business startups about company registration and business set up procedures
 |
|  |
| **TRAINEE** |
| **K.J Shah & Company Secretaries Firm- Ahmedabad, India**•Secretarial & Compliance Services• Formation & Incorporation of Private & Public limited Companies, Limited Liability Partnerships, Wholly owned subsidiary |
| **EDUCATION** |
| **Company Secretaries - Company Law**Institute of Company Secretaries of India**Bachelor Of Commerce**Tolani Commerce College - Gujarat, India**Senior Secondary -Commerce**Mount Carmel High School- Gujarat, India | 201320072004 |
| **AFFILIATIONS** |
| Associate member of The Institute Of Company Secretaries Of IndiaMembership No: A36432 |
| **PERSONAL INFORMATION** |
| * Date of Birth:24 December 1986
* Sex: Female
* Nationality: Indian
* Marital :Status Married
* Visa Status: On spouse visa
 |
| **LANGUAGES** |
| Fluent in English & Hindi |