Ali Asgar

 Email id: aliasgar-389847@2freemail.com

****

CAREER OBJECTIVE

To work in an environment that provides me a wide spectrum of experience and exposure. Also want to bring a dynamic and versatile portfolio of my skills at work place to serve the organization with positive attitude and efficiency. Looking for an opportunity with a renowned Organization, where in my skills and ability can be enhanced.

EDUCATIONAL QUALIFCATION

Pursuing COMPANY SECRETARY Course from INSTITUTE OF COMPANY SECRETARIES OF INDIA and cleared 3rd group of Final level.

|  |  |  |
| --- | --- | --- |
| Qualification | Board or University | Year of passing |
| B.Com | Pune University | 2013 |

WORK EXPERIENCE

NOVEMBER 2015 - APRIL 2017

Management Trainee (Company Secretarial Department)

City Corporation Limited (City Group), Pune.

* Job responsibilities handled related to accounts
* Disclosure of related party transactions
* Balance sheet tallying
* Filing forms of audited financial statements with ministry of corporate affairs
* Checking authenticity of transactions recorded in balance sheet with respect to share capital, loan advanced to subsidiaries
* Filing all details of balance sheet, profit and loss account and cash flow statement in XBRL format.
* Filing charge documents with respect to secured loan taken
* Reporting of CSR (corporate social responsibility) expenditure
* Company law related matters

|  |  |
| --- | --- |
| Contribution | Description |

|  |  |
| --- | --- |
| * Incorporation of Company under SPICE.
* Incorporation of a new LLP.
* Conversion of Companies into LLP.
* Rights issue of shares
* Filing of FCTRS, FCGPR
* Name Change & Address Change of group Company.
* Preparation of Memorandum & Articles of Association.
* Appointment & Resignation of Directors.
* Transfer & Allotment of Shares.
 | * For the purpose of Demerger a new Company was Incorporated.
* For starting a new business under partnership a LLP was incorporated.
* Existing Companies were converted into LLP.
* Shares were alloted to induce fresh capital.
* Filings were done to comply with various FEMA regulations.
* In order to reflect the brand the name & address of the group company was changed.
* Drafted Memorandum & Articles of the companies with subordinates as per provisions of the companies Act, 2013
* Complied with the intimation of Directors Appointment & Resignation as per Companies Act, 2013.
* Physical shares of the company were allotted & transferred as per the Provisions of the Act.
 |
| * Study on applicability of Powers of Board in case of borrowing, E-filing & E-governance, Voting through Electronic Means, increase in share capital of company
 | * In order to cater with various needs & requirements of company & at the same time to comply with Provisions of Law study & analysis was done.
 |

* Drafting of Deeds, Agreements, Resolutions, Directors Report & Annual Report

|  |  |
| --- | --- |
| Contribution | Description |
| * Methodological Study and preparation of Matters to be included in minutes and notices.
* Drafted Non Disclosure Agreement, Lease Agreement, Trademark Assignment Deed, Royalty Agreement, and LLP Agreement.
* Finalizing the type of resolution to be passed (ordinary/special), contents of resolution.
* Annual report & Disclosures to be made in director’s report and other pertaining statutory requirements.
 | * Perseverance of Secretarial documents of companies like minutes and their compliance with definite time requirement for notices.
* Various Agreements were prepared to suffice the needs of different business in the company.
* Land Purchase Resolutions, Charge creation & modification Resolutions, Name change & Address Change Resolutions.
* Preparation of Report after having discussion with Senior Management & keeping in view the statutory requirement of law.
 |

* Liasoning with various Government Department for Procurement of Licenses & Permissions

|  |  |
| --- | --- |
| Contribution | Description |
| * Availed Factory License for the group Company.
* Availed Shop act license for group Companies and LLP’s.
 | * The group company is engaged into Tourism Business & also engaged into Manufacturing & Bottling of Mineral Water, hence for mineral water plant, the factory license was procured.
* To Comply with Bombay Shops and Establishment Act, the License was availed.
 |

SUMMARY OF SKILLS

|  |  |
| --- | --- |
| * Good communications skills
* Dedicating and hardworking
* Good adaptability with working culture

CERTIFICATIONS* Good Listening skills
 | * Positive attitudes
* Good Liasoning skills
* Conceptual and analytical approach of solving problems
* Good team player
 |

* Completed C.S internship at City Corporation Limited, Pune
* Attended EDP (Executive Development Program Training) conducted by ICSI in Pune, which cultivated the skills of professional development and conduct.

IT- SKILLS

Expertise in using Relyon software for XBRL filing & Reporting.

Efficient Working Knowledge of Microsoft Office & Internet & Mail Application

PERSONAL DETAILS

Date of Birth : 20th November 1991

Marital Status : single.

Languages Known : English, Hindi, Gujarati and Urdu.

Interests : Swimming, Travelling, Interacting with people.

Strengths’ : Confident, Flexible, Posses good inter personal &

 Communication skills.

.