[***Sehra.334025@2freemail.com***](mailto:Sehra.334025@2freemail.com)

***Sehra***

Subject: Application for Job

Dear Sir,

I, Rhythm Sehra qualified professional for an opportunity to work in an organisation in terms of growing young professionals, so as to enhance my career skills and professional growth aligned with the organisational growth as well.

Thanks for your precious time and consideration.

Thanking you

Yours Sincerely

***Sehra***

Enclosure: CV

SEHRA

* *Profile: Female, 27 years*
* *Nationality: Indian*
* *Current Location: Dubai, UAE*
* *Current Position: Executive Assistant&Company Secretary*
* *Company: Capital Trade Links Limited*
* *Salary Expectation: Not Specified/Negotaible*

***Professional Qualification***

* Qualified Company Secretary Professional Course (Membership no. ACS 42614) in 2015 from Institute of Company Secretaries of India, Rajendra Place, New Delhi, India.
* Post Graduated in Human Resource Development from SCDL, Pune, India.

***Work Experience***

***Company: CAPITAL TRADE LINKS LIMITED( from August’2015 till November’ 2016)***

Worked as an Ass. Companuy Secretary & Executive Assistant, handled the secretarial & administration department and undertook various assignments and tasks as listed below:

* Assistance to the Director, handling all meetings, drafting minutes, agendas, preparing for the meetings, scheduling meetings, organising, drafting mails other important. Work assigned or to by the top management.
* Coordinating with the administration & other departments by maintaining important records of the company, employees documents, recruiting department employees, trainees, all documentation work and handling all the work of secretarial departments
* Assisting & coordinating Compliance related work, drafting documents including legal & other documents, advices, liasoning with various government & other local authorities. Assistance to Director related coordination & reporting of all the departments & organisation as a whole.

***Company: OPPO MOBILES INDIA PRIVATE LIMITED(Training- from September’2014 till July’2015)***

Worked recently in a Legal Department with OPPO Mobiles India Private Limited (for 9 months), & following legal & secretarial assignments were handled and accomplished;

1. Directors Report, Notice of AGM , Annual Report, Appointment of KMP, Minutes of Board Meeting & General Meeting, Form FCGPR, reply to RBI notices and other related secretarial work.
2. Legal assignments done including drafting of lease agreements, distributor agreements, Pollution Board Approval, visited to CBFC (Central Board of Film Registration) for advertisement related approvals.
3. Other Administrative work like handling all FRRO related work (employment visa of all foreigners, registration, extension, maintaining records, etc., including visits to FRRO office, Gurgaon, Delhi, Lucknow.

***Company Secretary Firm:DIMPLE RAWERI &ASSOCIATES(Training- from January’2014 till July’2014)***

Worked as a trainee with Dimple Raweri & Associates (for 6 months) and done the following related work:

1. Search & Status Reports submitted to Banks
2. Due Diligence Reports, ITR verification for Banks
3. Prepared Board Minutes, Filing of Forms, Maintenance of Records &updation of

Statutory registers.

***Additional Experience: HCL Technologies (from November’ 2009 till January’2011)***

Worked as a Customer Care Executive with British Telecom (B2B) process;

* Provided ISDN Broadband line connections to the Business houses in Britain over the world second largest database CDS.
* Handling Client enquiries over mails & solving their issues & queries.

Worked in technical sales query team, handling escalations, reverting them

***Extra Activities***

Home Tutions in evening to the students of CBSE curriculum & professional courses, covering subjects of Commerce & General including Business Communication, General Accounting, Business Studies, Business Law & others.

***Educational Qualification***

* B.Com in 2009 from DelhiUniversity, India.
* Intermediate (Commerce) in 2006 from CBSE Board.
* High School from CBSE Board in 2004.

***Computer Proficiency***

* Completed Computer training as prescribed by the Institute of Company Secretaries of India from APTECH
* Good knowledge of MS Word, Excel, Power point.
* Familiar with various government websites & other local authorities.

**Date:**