[Arun.335843@2freemail.com](mailto:Arun.335843@2freemail.com)

With reference to the job opening in your organization/company, I wish to kindly inform you that, I want to associate with an organization where, I can boost up my credentials for the ultimate benefit of the organization.

The key Strengths that I possess for the success of organization include but not limited to, the following:

* Strive for continued excellence.
* Strong communication skills.
* I am Self-Starter.
* Eager to learn New Things.

You will find me to be well-spoken, energetic, confident and personable, the type of person on whom the management will rely. I also have a wide breadth of experience of the type that gives you the versatility to place me in number of contexts with confidence that the level of excellence you expect will be met. Please see my curriculum vitae for additional information on my experience.

I hope that you’ll find my experience and interest intriguing enough to warrant a face-to-face meeting, as I am confident that I could provide value to the organization as a member of your team.

I can be reached anytime via my cell phone, +91-9906323474. Thank you for your time and consideration. I shall be glad to meet you for the job opening.

Yours Sincerely

Arun.

**CURRICULUM VITAE**

[Arun.335843@2freemail.com](mailto:Arun.335843@2freemail.com)

**ARUN**

**PROFESSIONAL EXPERIENCE**

**(Post Qualification)**

* **Devans Modern Breweries Ltd.,** Corporate Office: 19 Akashneem Marg, Gurgaon, India.

**Designation** : **Company Secretary**

**Duration** :November 5th, 2014 to till date

**(Pre Qualification)**

* **Rajesh Hadda (Company Secretaries),** 183/15, Ganaur, Distt. Sonepat, Haryana.

**Designation** : Manager Secretarial Services

**Duration** : July 2010 – March 2014

**EDUCATION :**

**INSTITUTE OF COMPANY SECRETARIES OF INDIA,** NEW DELHI, INDIA

* **Company Secretary (Membership no. – A 36848)**

**UNIVERSITY OF JAMMU (DDE),** JAMMU & KASHMIR, INDIA

* M.Com (Master in Commerce), June 2014

**UNIVERSITY OF JAMMU,** JAMMU & KASHMIR, INDIA

* B.Com (Bachelor in Commerce), June 2010

**ADDITIONAL SKILLS**

* Diploma in Computers covering Microsoft Office (Word, Excel, PowerPoint), Tally and Busy.

**Exposure:**

**Legal Services and Secretarial Compliances**

* Conduct Meetings of Board of Directors, Executive Committees and shareholders (AGM/ EGM).
* Prepare Minutes of Board Meeting and Meeting of Shareholders.
* Prepare & file necessary documents, forms & returns and maintaining registers as required under the Companies Act & other statutory acts.
* Handle all Secretarial matters, ROC matters, coordinate with auditors & bankers.
* Liaison with ROC / Govt. Agencies & handling investor grievances.
* Facilitate Co-ordination between the Board of Directors and the Management of the Company.
* Formation and incorporation of companies (including documentation viz MOA, AOA etc), creation and modification of charges and other allied matters.
* Preparation of Annual Report & Annual Return of the Companies.
* Filing of various e-forms with Registrar of Companies (ROC) under MCA-21 including Annual filings.
* Obtained Director Identification Number (DIN) for Directors and change in particulars of Directors.
* Preparation of Notice, Directors’ Report & Form MGT-8.
* Correspondence with Auditors, ROC and Ministry of Corporate Affairs (MCA21).
* Appointment, Change and Cessation of Directors, Appointment and Re-appointment of Auditors of the Company.
* Dealing with R.O.C, Company Law Board etc., shareholders & financial institutions.
* Application for Digital Signature Certificates (DSC).
* Prepare Various Contracts, Deeds and Agreements.
* SEBI (Capital Market, Money Market, Derivative Market, Commodity Market).
* Due Diligence.

**Financial Services**

* Prepare financial statements viz, P&L Account, Balance Sheet and annual reports.
* Review businesses accounting procedures.
* Giving advices on financial aspects of a business such i.e. budgets, tax and cash flows.
* Recommending an appropriate tax structure for the clients.
* Analyzing how well a business is performing financially.

**Intellectual Property Rights Services**

* Preparing Trademark, Copyright and Patent applications.
* Timely review of applications filed with registrar.
* Raising of Oppositions.
* Drafting replies for the Objections and Oppositions.

**Food Safety and Standards Authority of India (FSSAI)**

* Prepare application and Apply for Food Safety Licence.
* Prepare application for addition / deletion of products under the Licence.
* Complying with Labelling requirements under the Act.
* Complying with Packaging requirements under the Act.
* Filing of statutory returns under the Act.

**General managerial services**

* Organization development.
* Commercial negotiations.
* Corporate direction and control.
* Event management and facilitating business alliances.

**Others**

Having knowledge of

* Legal Metrology Act 2009.
* Applying for Import Export Code (IEC) and / or modification of Import Export Code.
* Economic & Labour Laws.
* Corporate Restructuring.

**PERSONAL PROFILE**

Date of Birth August 29, 1989.

Interests Meditation, Exploring New Destinations, Music,

Cricket, Playing Chess and Netsurfing.

Sd/-

(Signature)