[**Ekta.344415@2freemail.com**](mailto:Ekta.344415@2freemail.com)

**Objective**

To work and contribute in an atmosphere conducive to continuous learning and where my contribution will be appreciated. I would like to achieve the best possible results in all the assignments I take up in the course of my professional career.

**Areas of interest**

|  |  |
| --- | --- |
| * Mergers & Acquisitions | * Due Diligence |
| * Corporate and Allied Laws * Human Resource Management | * SEBI Compliances. |

**PROFESSIONAL & EDUCATIONAL QUALIFICATIONS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DEGREE** | **INSTITUTION** | **UNIVERSITY/ BOARD** | **YEAR** | **PERCENTAGE** |
| Qualified Company Secretary | The Institute of Company Secretaries of India | -- | 2012-13 | 56.5% |
| Master of Commerce | Seva Sadan College | DAVV University, Indore | 2011-12 | 57.7% |
| Higher Secondary (XII) **\*** | Seva Sadan Higher Secondary School | Madhya Pradesh State Board | 2007-08 | 89.30% |
| Matriculation (X) | Seva Sadan Higher Secondary School | Madhya Pradesh State Board | 2004-05 | 78% |

**\*** Stood first in District Merit List of Burhanpur Madhya Pradesh in XII Board Examinations.

**Work Experience**

1. **One and half year work experience with Accord Multispeciality Clinics and Medi-Infra Private Limited, Pune, India.**
2. **One and half year work experience with CS Mahesh Athavale (Past President-The Institute of Company Secretaries of India) Partner, KANJ & Associates Pune, India**
3. **One year work experience with Pankaj Somaiya & Associates LLP, Burhanpur (M.P.) India**
4. **One year work experience with Texmo Pipes and Products Limited, Burhanpur (M.P.) India**

**Drafting Skills Acquired:**

* Drafting of Pleadings for matters before the Hon’ble Company Law Board.
* SWOT Analysis for supporting arguments in the cases of Oppression and Mismanagement.
* Drafting of Scheme of Amalgamation and other documentation for approval of Scheme of Amalgamation from the High Court.
* Undertaken research and study of case laws for various legal opinions on Companies Act, 2013.
* Documentation for approval of the Central Government as required under sections 297,269 and 314 of the Companies Act, 1956.

**Routine Assignments:**

* Drafting of Minutes, Notice, Directors’ Report, Agenda, Resolutions, Circular Resolutions, Proxy Forms and Attendance Sheet of meetings of the Board of Directors and General Meetings of Private Limited Companies.
* E-Forms and Submissions to Registrar of Companies including but not limited to Annual Filling, Return of Allotment, and Incorporation etc.
* Compliance Audit under Section 383A of the Act and preparation of Compliance Certificate.

**Special Assignments:**

* Legal Opinions: various matters relating to issue of shares, acceptance of deposits, managerial remuneration, class action suits, CSR, oppression and mismanagement etc. under Companies Act, 2013.
* Limited Liability Partnership: Legal opinions on formation, taxation, stamp Duty and forms filed for LLPs.
* Meetings: Documentation relating to holding and convening of General and Board Meetings.
* Audits: Secretarial Review Audit, Due Diligence of Private Companies.
* FEMA: Prepared various documents like FC-GPR, FIRC, FLA etc to be filed to RBI and Authorized Dealer.
* Incorporation: Private Limited Companies under Companies Act, 2013.
* Buy Back of Shares: within the limits prescribed in the Act.
* Allotment of shares: Private Placement and Rights Issue under Companies Act, 2013.

**Human Resource Management Responsibilities:**

* End to end recruitment, interviews and selection process.
* Induction process for employees, employee files and ID creation.
* Maintenance of employee files with regular updates.
* Bank accounts and Mediclaim processes.
* Employee grievances and employee welfare.
* Attendance and leave records and monthly updations of leave record sheets.
* Monthly updations of employee master sheets.

**COMPUTER SKILLS & ARTICLES**

* Contributed detailed summary for Guidance Note on Code of conduct for Company Secretaries, published by ICSI.
* Conducted seminar on Sexual Harassment of Woman at Workplace in order to create awareness amongst employees and visitors in the organization.
* Completed Certificate Course in Office Automation (Good hand and experience in working with PowerPoint, MS office, Excel, Tally).

**KEY SKILLS**

* Strong organizational, time management and leadership skills.
* Ability to communicate effectively with senior management, clients and other authorities.
* Good hands on Microsoft Excel, Word and Internet Applications.

**PAST EXPERIENCE**

Worked as a teacher for a period of 6 years (from 1st July 2007 to 13th June 2013) in G.N.T. Montessori & Primary School, Burhanpur (M.P.), India.

**PERSONAL DETAILS**

* Date of Birth : 12th November, 1988
* Linguistic Proficiency : English, Hindi, and Sindhi
* Marital Status : Married
* Hobbies : Singing, Driving, Yoga.