

Career Objective

Contribute value to the organization through my skill-set and competencies, while in the process, giving a compelling start to my ambitious career of continuous learning and gaining knowledge for enrichment of professional experience.

Professional and Academic Qualification

Year	Exams	Institution	Marks	Remarks
Dec - 20	CS Professional	The Institute of Company Secretaries of India	52%	Obtained consistent Marks with exemption in one subject.
Dec – 17	CS Executive		54.17%	Scored Exemption in Advance Accounting
June – 16	CS Foundation		65%	Cleared in First Attempt
2017	B.Com	University of Rajasthan	63%	Scored 95 Marks in Accountancy
2014	XII	Subodh Public School, Jaipur (CBSE)	88.90%	Scored 95 Marks in English
2012	X		8.4 CGPA	Scored Consistent Marks

Work Experience

Article Assistant at Shah Surendra & Associates, Jaipur. A well renowned and pioneered firm in the field of Secretarial Service and various other Assignments under the guidance of Jasmine Dhingra.

- Promotion, Formation & Incorporation of Companies and LLP , drafting and preparation of Memorandum and Articles of Association and other documents, their stamping and registration with Registrar of Companies.
- Preparation and Maintenance of Secretarial Records, Statutory Books and Registers as prescribed under the Companies Act, 2013.
- Filing, registering, representing attesting or verifying any of the e forms, returns and applications by or on the behalf of the company.
- Pre-verification of forms relating to Registration/Modification/Satisfaction of Charges and their filing with registrar of Companies.
- Loan Documentation, registration of Charges, search and status reports.
- Planning Strategies for amalgamation/merger, acquisition, takeover, reconstruction, reorganization, restructuring and winding of companies.
- Complying with necessary legal and procedural requirement, advising the management on the post restructured scenario, change of name and change of object and shifting of registered office of the company.
- Making a verified declaration of compliances for obtaining a certificate of commencement of business/commencement of other business.
- Compliance, Documentation & Filing of Right Issue of Shares, Buy Back of Shares and Share Transfer.
- XBRL Filing
- Acting as a Secretarial Auditor, Advisor or Consultant.

- Assisted in other areas such as:
 - ✓ Drafting of notices for Meetings, Agenda etc for General and Board Meeting.
 - ✓ Preparation and Drafting of minutes of Board and General Meetings.
 - ✓ Physical Inspection of Documents at ROC
 - ✓ Assisted in conducting Annual General Meeting
 - ✓ Inventory Management with regard to Shares
 - ✓ Assisted in Preparation of Quarter End Results
 - ✓ Filling and Filing of Digital Forms on MCA Portal:
 - Annual Filing – Form AOC-4, AOC-4 XBRL, AOC-4 CFS, MGT-7 with necessary documentation
 - Other E-Forms with necessary documentation.

IT Proficiency

- Proficient in MS Office Suite – MS **Word**, MS **Excel**, MS **Powerpoint**.
- Working Knowledge of accounting software such as Tally ERP and SAP Basics.

Extra Curricular Activities and Achievements

- Awarded for being class topper in XII Class.
- Played Badminton at District Level
- Volunteer in various Local Social Program

