



PROFILE

A highly efficient and competent Semi-Qualified Company Secretary with an ability to ensure that a company complies and operates in accordance with statutory and legal provisions. Experience of attending meetings with company shareholders and the board of directors and acting as a point of communication between them. Well-presented and highly personable, with a deep knowledge of corporate regulatory and company rules.

Excellent organizational skills, highly efficient and methodical with a good eye for detail.

Keen to find a challenging secretarial position with a successful and ambitious company that offers opportunities for career development and advancement.

CONTACT

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MAHENDRU ENCLAVE, DELHI

GARIMA GOEL

SEMI-QUALIFIED COMPANY SECRETARY

EDUCATION

MODERN PUBLIC SCHOOL

2001 - 2014

XIIth from (CBSE), 2013-2014

Xth from (CBSE), 2011-2012

DELHI UNIVERSITY

2014 - 2017

Bachelors of commerce (B.COM)

IGNOU

Pursuing Masters of Commerce (M.COM)

ICSI

Pursuing CS

WORK EXPERIENCE

Abhipra Capital Limited (CS Management Trainee) & later was absorbed as Semi-Qualified Company Secretary
2018–2021

Mohit K Gupta & Associates, Chartered Accountants

April to June 2021

V. D. Aggarwal & Co., Chartered Accountants

July 2021 till date

Secretarial Work under Companies Act, 2013: -

- Upkeep of the statutory registers and records;
- Preparation of Minutes of Board Meetings and General Meetings of companies and drafting of various resolutions, etc.;
- Incorporation of Company
- Annual filing of Companies and LLPs and XBRL filings through Genius Software (SAG InfoTech) and Relyon Softech Software
- Change of the name of companies, object of the Companies;
- Conversion of Private Company to Limited Liability Partnership & Unlisted Public Company to Private Company.
- Liaising & petitions for Compounding Applications for condonation of delay of charges and surrender of DINs
- Increase in Authorized Capital and allotment of shares of Public and Private Companies and transfer of Shares; Online E-stamping on the shares allotted;
- Issuance of Due Diligence Reports for Banks & Financial Institutions & detailed reports on Companies.

PERSONAL DETAILS:

FATHER'S NAME:

Late Shri Deepak Goel

MOTHER'S NAME:

Smt. Meenakshi Goel

LANGUAGES KNOWN:

ENGLISH, HINDI

D.O.B:

30-10-1995

- Other compliances related to Unlisted Public and Private Companies and filing of various forms related to that.
- Issuance of share transfer certificate and maintenance of share transfers;
- Creation, modification and satisfaction of Charges
- Strike off of Companies under the FTE scheme;
- To ensure compliance of the provisions of Companies Law and rules made there-under and other statutes and bye-laws of the company.
- Composing & Alteration of Memorandum and Articles of Association as per The Companies Act, 2013
- Incorporation of NBFC Company & RBI Compliances for NBFC's with XBRL.
- Transmission of Shares, Buy-Back of shares.
- Investor Education and Protection Fund related matters for retrieval of shares and unclaimed dividend.
- Filing of Tenders for Chartered Accountants Empanelment's.
- NSE & BSE Stock Broking Company Monthly and Weekly Compliances, Internal Audit's.
- Registration with Credit Rating Agencies, Legal Entity Identifier (LEI), Central KYC Registry, NESL (National E-Governance Services Ltd), MSME Registrations, Startup India, DGFT & Import Export Code (IEC) & its compliances.
- Filing of Various Forms of ROC i.e., INC-22, INC-22A (Active Company form), MSME, DPT-3, BEN-2, ADT-3, DIR-3 KYC (through Form & WEB)
- Registered office change from one state to another,
- Worked on few compliances of Merger & Acquisitions,
- Worked on LLP Settlement Scheme, 2020 & Fresh Start Schemes of Companies.
- Worked Two months as Compliance officer wherein handled NSDL, CDSL, SEBI, PFRDA & RTA compliances.

Maintenance of the Following Statutory Books under Companies Act, 2013:

- The register of transfer of shares;
- The register of members
- The register of directors
- Minute books;

Other works: -

- Compliances related to LLP
- Liaising with the Officers of Reserve Bank of India, Stamp Duty Department, Hon'ble Regional Director's Office, Registrar of Companies, NCT of Delhi & Haryana.
- Dealing with clients.

Technical skills:

- Proficient Knowledge of MS Office and Internet Applications.
- Processing of DSC Class II, DGFT- Class-III with E-Mudhra, Sify Controllers & Pantasign

Strengths:

Good learner, Hardworking, Undaunted, Adaptable.