

## Curriculum vitae



### **Parmod Kumar**

House No. 564/B, Block- F,  
Colony No. 4, Industrial Area,  
Phase-1,  
Chandigarh-160002

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Contact: +91-9780360656, +91-9988044524

**Total Experience** : 10.08 years  
**Post Qualification Experience** : 3.7 years  
**Current Employer** : Haryana Liquors Private Ltd.  
Sister Concern of Chandigarh Distillers & Bottlers Ltd. (CDBL)  
**Current Designation** : Company Secretary  
**Previous Employer** : Arora & Gujral, Company Secretaries.  
**Previous Designation** : Assistant Secretarial  
**Current Location** : Chandigarh (UT)

### **Carrier Objective**

- To be a contributing member of an organization where the job would be challenging and demanding, with freedom to execute projects.
- Growth through learning, hard work and experience.

### **Educational (Professional Qualification) Profile:**


Course	School/College	Board/University	Year of Passing / Pursuing
LL.B	Indraprastha Law College, Greater Noida, Uttar Pradesh	Chaudhary Charan Singh University, Meerut (U.P.)	2017
CS (Professional)	Institute of Company Secretaries of India, New Delhi.	ICSI, New Delhi.	2014
CS (Executive)	Institute of Company Secretaries of India, New Delhi.	ICSI, New Delhi.	2012
B.Com (Hons)	Govt. College, Sector 46, Chandigarh-160046	Punjab University Chandigarh.	2008
10+2 (Commerce)	Govt. Model Senior Secondary School, Sector 20D, Chandigarh.	C.B.S.E, New Delhi.	2005
10 <sup>th</sup> (Matriculation)	Govt. Senior Secondary School, Sector 20D, Chandigarh.	C.B.S.E, New Delhi.	2003

## Projects


- Assisting on “Delisting of Company from Delhi Stock Exchange through Open Exit Offer”.
- Assisting on “Merger of Companies through NCLT on fast track mode”.

## Work Experience

10.08 Years

<b>Company</b>	<b>Haryana Liquors Pvt. Ltd. (2.09 Years)</b>
<b>Period</b>	<b>June, 2016 to till date.</b>
	<b>Haryana Liquors Pvt. Ltd. (HLPL)</b> established in 2014. HLPL is located near Karnal, Haryana. HLPL has a production capability of 75 KL per day and a technology aided capability of bottling 6 lac cases a month. A 2.5 MW power plant helps look after the plant’s power requirements. And while this plant too specializes in production of Extra Neutral Alcohol, Club Malta, Jugni and Club Nimbu are some of the in-house brands that have gripped the Haryana country liquor market. The Turnover of the Company is Rs. 117 Crores. The HLPL is the group Company of CDBL group headed by Sh. Amit Kumar Modi, promoter of the CDBL group.
<b>Profile Description</b>	Working as Company Secretary at the Corporate Office, at Chandigarh. I am responsible for filling and filing of various Forms on the MCA PORTAL, Incorporation of Private and Public Limited Companies, Conversion of Companies, Service Tax Calculation and Preparation of Returns, Drafting of various Resolutions, Drafting and Filing of Petitions with the National Company Law Tribunal, drafting of various resolutions, finalizing financial accounts of the company, complying with applicable sectoral rules and regulations, assisting in getting finance for the company from banks etc., Preparation of Minutes Book, Proceeding Book and Statutory Books, Preparation of Status / Search Report, Registration of Partnership Firms etc.

<b>Company</b>	<b>Aqua Power Pvt. Ltd. (1.01 Years)</b>
<b>Period</b>	<b>Apr, 2015 to May, 2016.</b>
	<b>Aqua Power Pvt. Ltd.</b> has set up 3 Mini Hydel Power Projects in Punjab, on Build Own & Operate basis with a total installed capacity of 5.2 MW at three different locations i.e. Chakbhai, Lohgarh & Sidhana. All the above three projects have been commissioned between November, 2004 to October, 2007, selling power to Punjab State Electricity Board. The Total Turnover of the Company for the Financial Year 2015 – 16 was Rs. 1050.80 Lacs with a net profit of Rs. 324.90 Lacs
<b>Profile Description</b>	Working as Company Secretary at the Corporate Office, at Chandigarh. I was responsible for filling and filing of various Forms on the MCA PORTAL, Incorporation of Private and Public Limited Companies, Conversion of Companies, Service Tax Calculation and Preparation of Returns, Drafting of various Resolutions, Drafting and Filing of Petitions with the Company Law Board, Preparation of Compliance Certificates and Secretarial Audit Reports, Preparation of Minutes Book, Proceeding Book and Statutory Books, Preparation of Status/Search Report, Registration of Partnership Firms.

<b>Company</b>	<b><i>Chandigarh Distillers &amp; Bottlers Ltd. (5.00 Years)</i></b>
<b>Period</b>	<b>April, 2010 to April, 2015</b>
	<b>Chandigarh Distillers &amp; Bottlers Ltd.</b> is one of the largest single unit distillery in India engaged in the manufacturing of IMFL, Country Liquor, Rectified Spirit, Extra Neutral Alcohol and Industrial Alcohol with a Turnover Around 650 crores, Diversifying into various industrial fields like Hydro Power Generation and realestate/infrastructure projects spread over various states in India.
<b>Profile Description</b>	Working as an Executive Secretarial at the Corporate Office, at Chandigarh. I was responsible for filling and filing of various Forms on the MCA PORTAL, Incorporation of Private and Public Limited Companies, Conversion of Companies, Service Tax Calculation and Preparation of Returns, Drafting of various Resolutions, Drafting and Filing of Petitions with the Company Law Board, Preparation of Compliance Certificates and Secretarial Audit Reports, Preparation of Minutes Book, Proceeding Book and Statutory Books, Preparation of Status/Search Report, Registration of Partnership Firms.

<b>Company/ Firm</b>	<b><i>Arora &amp; Gujral, Company Secretaries, Chandigarh. (1.10 Years.)</i></b>
<b>Period</b>	<b>May, 2008 to March, 2010</b>
<b>Arora &amp; Gujral, Company Secretary, Chandigarh.</b>	<b>Arora &amp; Gujral, Company Secretary, Chandigarh</b> is a famous and renowned Company secretary firm in the Tricity i.e. Chandigarh, Panchkula and Mohali providing Consultancy to the Big Corporate Houses alongwith this they provide all the Secretarial and Legal Services to the Corporate Houses as well.

<b>Profile Description</b>	Worked as Assistant Company Secretary at Chandigarh. I was responsible for filling and filing of various Forms on the MCA PORTAL, Incorporation of Private and Public Limited Companies, Conversion of Companies, Drafting of various Resolutions, Drafting and Filing of Petitions with the Company Law Board, Preparation of Compliance Certificates and Secretarial Audit Reports, Preparation of Minutes Book, Proceeding Book and Statutory Books, Preparation of Status/Search Report, Registration of Partnership Firms, Independent Communication with the Clients.
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### ***Key Performance Areas:***

- Functions connected with organizing of Board Meeting, preparations of Agenda Papers, Liaison with Board Members including independent/Nominee Directors.
- Functions connected with organizing General Meetings of shareholders.
- Preparation of Notices, Agenda Papers, Minutes, Resolutions, Directors' Report, Corporate Governance Report, Management Discussion & Analysis Report, Chairman Speech, general correspondence and legal documents.
- Liaising with Registrar of Companies for securing Incorporations of Companies, Conversion of company from Private Limited to Public Limited, Change of name of the company etc.
- Coordinate with Department of Company Affairs, Regional Director and Official Liquidator for securing approval for contracts in which Directors are interested, payment of loan or guarantee to interested companies, approval of merger.

- Preparation of various Applications / Petitions with National Company Law Tribunal (NCLT) (earlier Company Law Board) and National Company Law Appellate Tribunal (NCLAT).
- Printing and dispatch of Annual Report within statutory time limit.
- Preparation of Due-diligence report and Inspection Report.
- Conducting Internal Secretarial Audit within the Organization.
- Preparing Joint Venture Agreement with Indian or Foreign Companies , dealing with RBI relating to Foreign Direct Investment (FDI) in Indian Companies and filling various Forms i.e Form FC-GPR part 'A' and FC-GPR part 'B', Annual Assets & Liability Statement through Annual Filing.
- Shifting of the Registered Office from One State To other State from jurisdiction of one ROC to other.
- Assisting in preparation of Standalone and Consolidated Balance Sheet of the Group Companies.

### ***Statutory Compliance / Coordination:***

- Preparing and filing /E-filing various statutory returns and forms such as Annual Returns, Balance sheet and other forms as prescribed under the Companies Act.
- Releasing notice of Board/AGM meeting and quarterly financial results published in Newspapers, websites etc.
- Coordinating with Registrar & Share Transfer Agents to ensure quick transfer of shares & redressal of shareholders grievances.
- Investor Service-Addressing shareholders grievances in respect of complaints for non-receipt of shares after transfer, non-receipt of Dividend warrants, revalidation of Dividend Warrants etc.
- Preparing and filing / E-filing Statutory Returns and forms such as Annual Returns, Balance sheet and other forms in Extensible Business Reporting Language (XBRL) as per the Companies Act.

### ***Computer Skills***

- Done Computer Course from Aptech, Chandigarh.
- Operating Environment: Windows XP, MSOffice, Windows 2007, Internet.
- Financial Accounting Software As: TALLY 9.0 & 7.2, BUSY.

### ***Personal Skills:***

- Quick learner
- Ability to work under pressure
- Practical & realistic

### ***Interests***

- Reading Books, Listening Melody Songs, Internet surfing.
- Photography, Playing Cricket.

### ***Reference***

- Reference will be provided on request.
- Current CTC : 7.20 Lacs p.a
- Expected CTC : Negotiable

***Personal Profile:-***

Full Name : Parmod Kumar  
Father's Name : Sh. Ram Gobind  
Gender : Male  
Date : 15-Feb-1988  
Marital Status : Married  
Nationality : Indian.  
Language Proficiency : English, Hindi, Maithili, Bhojpuri & Punjabi.

***Declaration***

I hereby declare that all the information and explanation given above is true and correct to the best of my knowledge and belief.

Date: \_\_\_\_\_

Place: Chandigarh



**(ACS Parmod Kumar)**  
Membership No.A-41295