

**1917,
Laxmi Bai Nagar,
(Sarojini Nagar)
New Delhi-110023**

Dear sir(s),

Sub: Resume for your consideration for the position of Company Secretary

Please find attached herewith resume for your necessary perusal for the position of company secretary.

Being associated as a Compliance Officer & Company Secretary with Bharat Bhushan Finance & Commodity Brokers Limited, I assimilated good knowledge of various legal and secretarial compliances.

Thank you for your time and consideration, I look forward to hear back from you soon.

Yours Faithfully,

CS Pankaj Bisht

Encl.: a/a

PANKAJ BISHT

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Objective

To carve out a niche for myself in the corporate world as a Company Secretary in an organization of repute where I can prove my abilities and talent and to work in the secretarial, legal and other related operations and to contribute towards organizational and personal growth. To enhance my professional skills in a stable and dynamic workplace in order to build a long term career as a Company Secretary.

Professional Qualifications

- Cleared **2nd Group** of Company Secretary **Professional Programme** in **June 2018 Session**.
- Cleared **1st Group** and **3rd group** of Company Secretary **Professional Programme** from The Institute of Company Secretaries of India in **December 2017 Session**.
- Completed Company Secretary **Executive Programme** from The Institute of Company Secretaries of India in **June 2016 Session**.

Academic Qualifications

- **Bachelor of Commerce** from Delhi university school of open learning (2013-2016) with **Second Division**
- **Senior Secondary School** from Navyug School ,laxmi bai nagar ,new delhi-10023(2012-2013).
- **Secondary School** from Navyug School ,laxmi bai nagar ,new delhi-10023((2010-2011).

Professional Experience

Company Secretary & Compliance Officer at Bharat Bhushan Finance & Commodity Brokers Limited (**January, 2020- Current**)

- **Brief Profile of the Company:** Company is Listed on BSE Limited (BSE Scrip code: 511501) and having a status of Non- banking Financial Company (NBFC) and holds the membership of Multi Commodity Exchange (MCX). The Company is actively involved in Share Trading activities and investment business.
- **Work Experience/ Job Responsibility:**

JOB HIGHLIGHTS:

- ❖ Independently managed compliances of an NBFC listed on BSE Ltd. and holding the membership of Multi Commodity Exchange (MCX);
- ❖ Independently convened and managed the Board/ committee and General Meetings (Physical and through Video conferencing) of Listed / unlisted companies;
- ❖ Liaisoning with government departments/ authorities on behalf of the company;

LISTING COMPLIANCES:

- Quarterly/Half yearly compliances under SEBI (Listing Obligations & Disclosure Requirements) Regulations 2015.
- Compliances under SEBI Takeover Code.
- Compliances under SEBI (Prohibitions of Insider Trading) Regulations 2018.

COMPLIANCES UNDER COMPANY LAW AND OTHER LAWS:

- Independently **Convened Physical and electronic Board Meetings**, General Meetings and other Committee meetings including arrangements (logistics) and preparation of Minutes and other documents thereof, in accordance with applicable provisions under Companies Act, 2013, RBI regulations, SEBI Regulations and notified Secretarial Standards;
- Handling of **compliances of other unlisted Public and private** group companies.
- Independently handled Compliances under **Investor Education and Protection Fund (IEPF)** Rules and filing of forms thereunder.
- **Liaisoning** with various government authorities/ offices viz. ROC, MCX, BSE, RBI, IEPF etc.
- Compliances pertaining to declaration of **Dividend and distribution thereof** to the shareholders.
- Gathering of information & **Drafting** of Notices including Agenda, presentations, Action Taken Report for various meetings of Board and Committee members;
- Drafting **minutes** of various meetings of Board / Committees / General Meeting.
- Preparation of **Annual Report** and coordination with NSDL and CDSL for e-voting.
- Handling of Audits (Statutory, Secretarial and Internal) independently in respect of Secretarial Records/ Compliance;
- Preparation and **Maintenance of Registers, Records** including Proof of dispatch & delivery in accordance with the provisions of Companies Act, 2013 and notified Secretarial Standards;
- Identification & implementation of various applicable provisions under notified Sections of Companies Act, 2013 and **Secretarial Standards (SS-1) & (SS-2)**;
- Preparation of **various checklist & Presentation** based on research and analysis of Companies Act, 2013 and SEBI regulations;
- Preparation of MIS for various assigned work.

➤ NBFC and MCX COMPLIANCES:

- Approval and filling of Resolution to RBI under Non – Banking Financial Companies Acceptance of Public Deposits (Reserve Bank) Directions, 2016.
- Filing of various quarterly/ annual returns viz., **DNBS-02, DNBS-13, SAC10 to RBI** (through COSMOS & newly launched XBRL platform).
- Liaisoning/ filling of various forms/ returns/ replies, to/with RBI i.r.t., any clarification/ submissions/ other Compliances, sought/ required by the RBI from time to time.
- Liaisoning/ filling of annual, half yearly compliances, various forms, returns, reply(ies) with MCX.

Training and Certifications

- Underwent **12 months training (September 2018- September 2019)** as a Legal & Secretarial management trainee in Chambal Fertilisers and Chemicals Limited (“Chambal Fertilisers”). Chambal Fertilisers is one of the largest private sector fertilizer producers in India and its shares are listed on BSE (Scrip Code: 500085) and The National Stock Exchange of India Limited (NSE Symbol: CHAMBLFERT). The Company holds highest market share among private sector Urea manufacturers in the country.

Acquisitions during Training Period

- Equity Listing Compliances pertaining to Stock Exchange(s) and fillings of various forms and returns with Registrar of Companies;
- Conducted Physical Annual general meeting;
- Maintenance of Secretarial records , Statutory books and registers;
- Good exposure of Compliances under Companies Act, 2013, Security market regulations & various labour / Industry (Fertilizer) specific Laws;
- Compliances pertaining to implementation of ESOP Scheme;
- Good exposure of Registrar and Transfer Agent related compliances;
- Vetting of various Commercial Contracts;
- Preparation of Annual Report & other legal documents;
- Drafting of Notices Agenda & Minutes of Board/ Committee meetings;
- Inspection of Companies and preparation of search reports;

Activities & Awards

- Awarded for obtaining **1st Position** in **ECONOMICS** subject of **class XII** in **C.B.S.E examination 2012-13** across all Navyug Schools.
- Awarded for obtaining **17th position** in **PRIMITIVE TALENT SEARCH CONTEST 2005-06** held by **New Delhi Municipal Corporation**.
- Actively involve in gymnasium activities.
- Participated in various co-curricular activities and cultural events at school level.

Key skills/Strengths

- Good analytical, organizational & drafting skills;
- Willingness to learn and share knowledge.
- Quick learner.
- Multitasking.
- Ability to meet out deadlines & tactful in times of crisis
- Adaptable.

Computer Skills

- Basics - MS Office (Word, PowerPoint, Excel).
- Good understanding of internet.

Personal Information

Born : 28 June 1996
Gender: Male
Languages Known: English, Hindi
Hobbies: Traveling, Gymming & Playing football.