

CURRICULUM VITAE
(For Position of Company Secretary)

Personal Details:

Name : CS Ruchika Sachdev
Membership No. : A69839
Date of Birth : 23rd August, 1996
Present Address : Dubey Colony, Mowa,
Raipur (C.G.) 492001
E-mail : ruchikasachdev23@gmail.com
Mobile No. : 7898430744
Marital Status : Single

Professional & Academic Qualification:

- Class 12th from Holy Cross Kapa, Raipur.
- Graduation: Bachelors of Commerce from Pt. Ravi Shankar Shukla University, Raipur.
- Passed CS Professional Exams in Dec. 2020.

Professional Experience:

Presently working as an Assistant Company Secretary of Maa Kudargarhi Minerals and Refractories Private Limited, one of the group companies of Maa Kudargarhi Group w.e.f 07.12.2022 till present date.

Work Profile:

- Compliances required under the provisions of Companies Act, 2013, including charge related filings, issuance and allotment of shares.
- Preparation of Annual Report of Companies and XBRL Filings.
- Application for Import Export Code (IEC) to DGFT of Companies.
- Application for generation of Legal Entity Identifier Number of Companies.
- Assisted in filing of Quarterly Compliance Report of Debentures.
- Pledge of securities in Demat Mode and Conversion of Physical Share Certificates in Demat Mode.
- Preparation of Minutes of Board Meetings and General Meetings of Companies.

Training:

- Completed 1 year Management training under CS Niharika Verma in Godawari Green Energy Limited (a wholly owned subsidiary of Godawari Power and Ispat Limited, Listed with NSE & BSE) one of the group Company of Hira Group, Raipur from 08.07.2020 to 14.07.2021.
- Completed 1 year Management training under CS Y. C. Rao in Godawari Power and Ispat Limited, Listed with NSE & BSE from 15.07.2021 to 07.07.2022.
- Assisted in conducting Board Meetings and Annual General Meeting and other Committee Meeting and various other meetings, etc. of Listed and Unlisted Companies.
- Preparation of Minutes of Board Meetings and General Meetings of Listed and Unlisted Companies.
- Preparation of Annual Report of Companies.
- Assisted in Buy-back of Shares of Unlisted Company.
- Incorporation of Company, LLP and Conversion of Private Company into LLP.
- Filing of Quarterly Compliance of Listed Company and general yearly compliances of Listed Company .
- Drafting of various documents relating to Companies Act & allied laws.
- Assisted in generation of ISIN with NSDL/ CDSL and opening of demat accounts, dematerialization and re-materialization of securities and other allied matters related to demat of securities.
- And Various other compliances relating to Company Law, SEBI Regulations, LLP Act, etc.
- Completed 15 days Management Skills and Orientation Program (MSOP) from ICSI NIRC, New Delhi.

Strengths:

- Very Disciplined & Hard working.
- Passionate towards work.
- Sound knowledge of the Companies Act, 2013, SEBI (LODR) 2015, SEBI (PIT) 2015 & other Regulations relating to compliance of a Company.

Skill:

- An effective Communicator with good relationship building & interpersonal skills, strong analytical & organizational abilities.
- Effectively working under pressure and meeting the deadlines.
- Developing and maintaining positive professional working relationships with Directors and Senior Managers within the business.
- Working as part of a team, to ensure the highest level of Corporate Governance.

Personality Traits:

- Proactive, action oriented and team oriented.
- Fast learner and adaptive to surrounding.

Computer Proficiency:

- Proficiency in using MS Office (Word, Excel, Power point)
- Internet & related application and Hardware.

Declaration:

I hereby vouch that the information furnished above is authentic to the best of my belief.

Place :- Raipur

Ruchika Sachdev