

Srishti
Membership No.: (awaited)
Current Add: B-1 #1490, Rajpura, Punjab
(Ready to Relocate)

Contact: 76258-38024
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CAREER OBJECTIVES

To join an organization that will provide me challenging professional goals and tremendous career growth opportunities. To advance my career as renown Company Secretary and where I can utilize my experience in the growth of the organization.

PROFESSIONAL QUALIFICATION

Qualification	Year	Board/University	Percentage
Bachelor of Law (L.L.B.)	2022-25	Punjabi University, Patiala	Pursuing
Company Secretary	2020-23	The Institute of Companies Secretaries of India	CS Prof.: 51.56% CS Executive: 59.13%

EDUCATIONAL QUALIFICATION

Qualification	Year	Board/University/College	Percentage/Grade
Master of Commerce (M.Com)	2022	Government Bikram College of Commerce, Patiala	9.60 SGPA
Bachelor of Commerce (B.Com)	2020	Government Bikram College of Commerce, Patiala	83.20%
12th [Senior Secondary Education]	2017	C.B.S.E Board	93.60%
10th [Secondary Education]	2015	C.B.S.E Board	9.60 CGPA

WORK EXPERIENCE

- ❖ Currently working with Manish Aggarwal, Practicing Company Secretary, Chandigarh (As Company Secretary Management Trainee) [From 01st April, 2022 i.e. 21 months]

ASSIGNMENTS HANDLED

ROC Compliances And Annual Filing Compliances:-

- ❖ Preparation of Search Report.
- ❖ Creation, modification & satisfaction of charges under Companies Act, 2013.
- ❖ Inter-Corporate Loans of Company.
- ❖ Incorporation of Company.
- ❖ Conversion of Public to Private Limited Company.
- ❖ Alteration of Name clause and Object clause from Memorandum of the Company.
- ❖ Shifting of Registered Office of Company and LLP within same state.
- ❖ Preparation of Secretarial Audit Report and Scrutinizer's Report.
- ❖ Assisted in Due Diligence and Secretarial Audit of Companies.
- ❖ Assisted with PCS for verification of Secretarial Records for issuance of MGT-8 Certificate.
- ❖ Preparation of Disclosure and declarations by directors including annual disclosures.
- ❖ Appointment, Cessation and Change in Designation of Directors.
- ❖ Preparation of Documents and Filing of Form ADT-1 for Appointment and Re-appointment of Statutory Auditor.
- ❖ Filing of Form MSME-1 [Half-yearly MSME Return] with the Registrar.
- ❖ Filing of Form DPT-3 [Return on Deposits] with the Registrar.
- ❖ Filing of Form INC-22A [Company's KYC] with respect to tagging of Active Company Compliance.
- ❖ Annual Filing of LLP(s) [Form 8 and Form 11].
- ❖ Annual Filing of Listed Companies along with other Group Companies.
- ❖ Annual Filing in Extensible Business Reporting Language [XBRL] mode (both IND-AS & AS).
- ❖ Striking-off of a Company u/s-248 of Companies Act, 2013.
- ❖ Preparation of Share Transfer Deeds
- ❖ CSR related compliance

Board Meeting And Annual General Meeting Compliances:-

- ❖ Drafting of Board Resolutions, Circular Resolutions, AGM notice, proxy form/attendance slip.
- ❖ Arranging and Conducting Board-Meeting; Extra-Ordinary General Meeting and AGM.
- ❖ Drafting, updating & Finalization of Minutes & Records of Companies.
- ❖ Conducting e-Voting of Annual General Meeting.
- ❖ Prior and Post Compliances of Annual General Meeting.

Legal Compliances:-

- ❖ Drafting of various Agreements
- ❖ Assisted in Secretarial & Legal Compliances.

Listing Compliances of SEBI (LODR) Regulations, 2015:-

Quarterly Compliances: -

- ❖ Closure of Trading Window under SEBI (Prohibition of Insider Trading) Reg.2015.
- ❖ Statements of Investor Complaints under Reg-13(3) of SEBI (LODR), 2015.
- ❖ Corporate Governance Report under Reg-27(2) of SEBI(LODR), 2015.
- ❖ Shareholding pattern under Reg-31 of SEBI (LODR), 2015.
- ❖ Quarterly Results under Reg-33 of SEBI (LODR), 2015.
- ❖ Declaration of website updation under Reg-46 of SEBI (LODR), 2015.
- ❖ Reconciliation of Share Capital Audit Report under Reg-76 of SEBI (Depositories and Participants) Regulations, 2018.

Half-yearly Compliances: -

- ❖ Disclosure of Related Party Transaction under Reg-23(9) of SEBI(LODR), 2015.

Annual Compliances: -

- ❖ Compliance Certificate under Reg-7(3) of SEBI(LODR), 2015.
- ❖ Submission of Annual Secretarial Compliance Report under Reg-24A of SEBI (LODR), 2015.
- ❖ Compliance Certificate under Reg-40(10) of SEBI(LODR), 2015
- ❖ Disclosures under SEBI (SAST) Regulations, 2011.
- ❖ Intimation of various Corporate Actions to Stock Exchanges.

Other Miscellaneous Work: -

- ❖ DIR-3 KYC of Directors- Form DIR-3 KYC & DIR-3 KYC Web, Documentation for obtaining DIN.
- ❖ Changes in particulars of Directors by filing Form DIR-6.
- ❖ Preparation and vetting of Annual Report of Listed Entity.

PERSONAL INFORMATION:-

Status: Single
DOB: 07.08.1999
Languages: English, Hindi & Punjabi

DECLARATION

I do hereby declare that the above information by me is true to the best of my knowledge and belief.

(Srishti)