

PALLAVI KHURANA

ACS, LL.B., B.com.
Membership No. F - 9024

C-2033/3, INDIRA NAGAR,
LUCKNOW - 226016
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CAREER OBJECTIVE:

To work in professional and challenging environment, where I can make the best use of knowledge acquired so far and also to enhance my skills along with time in Corporate World.

WORKING EXPERIENCE:

Currently working with ACP Tollways Private Limited, Lucknow (1st April'13 till date) as Company Secretary and Manager Accounts & Finance.

With Rama Medicares Limited, Kanpur (1st September'12 to 31st October'12) as Company Secretary.

With Goldrush Sales & Services Limited, Lucknow (15th September'10 to 14th August'12) as Company Secretary.

With Uttar Pradesh State Bridge Corporation Limited, Lucknow (October'2008 to April'2010) as Company Secretary Trainee

Role and Responsibilities:

Finance & Accounts related Activities:

- Finalizing Balance Sheet of HAM & BOT projects.
- Preparing CA Certificates for disbursement of Grant/Construction Support and Term Loan.
- Preparing CA Certificates for achieving Project Milestone.
- Preparing CA Certificate for GST liability.
- Preparing stock statement on monthly basis.
- Analysis of Debtors and Creditors-Ageing and Recovery Period.
- Bank reconciliations and Interest Matching.
- Verification of Statutory Dues-Calculation and Payment.
- Detailed Analysis of Sales & Purchases.
- Reporting of Monthly Bank-wise Cash/fund flows.
- Verification and Reporting of Transaction with Related Parties.
- Reporting of Unsecured loans Received or repaid during period.
- Preparation and filing of GST returns (GSTR-1 & GSTR-3B).
- Maintaining fixed asset register.
- Looking after MIS.
- Routine verification of Books of Accounts.
- Ensuring adherence of Accounting Policies.

Filing of e-Forms on MCA Portal

- Incorporation of Company as per Companies Act, 1956 & Companies Act, 2013.
- Preparation and filing of Annual Forms (XBRL & Non-XBRL both) i.e. 66, 20B, 23AC, 23ACA, 23ACXbrl, 23ACAXbrl, MGT-7, AOC – 4CFS & AOC – 4Xbrl
- Preparation & filing of various E- forms such as 2, 5, 8, 17, 21, 23, 32 etc. as required under various Sections of the Companies Act, 1956 and E – Forms such as INC-1, INC-7, INC-22, PAS-3, PAS-4, PAS-5, SH-7, CHG-1, MGT-14, DIR-12 etc as per Companies Act, 2013.
- Conversion of Public Company into Private and vice-versa as per Companies Act, 1956 and Companies Act, 2013.
- Maintenance of Statutory Registers and Drafting of various Documents.
- Handling the maintenance of Statutory Registers and Records.
- Drafting of Minutes of Board Meetings, Annual General Meetings, etc. for the Company and other annual compliances such as filing of Auditors Report and Balance Sheet along with preparation and filing of Annual Returns.
- Drafting of Notice along with Explanatory Statement calling Extraordinary General Meeting of the Company for :-
 - Increase in the Authorised Share Capital of the Company.
 - Preferential Allotment of Equity Shares for Public Company.
 - Alteration in Clause V of the Memorandum of Association.
 - Increase in the Paid Share Capital of the Company.
- Drafting of Board Resolution for Allotment of Shares, Change of Registered Office of the Company, Revision in Remuneration of Managerial Personnel, Inter-corporate Loans, investment, guarantees etc.
- Preparation of Share Transfer Deeds to record transfer of Shares.
- Conduction of Extraordinary General Meeting for Change in Main Objects Clause of Memorandum of Association.
- Corporate compliance of routine nature in secretarial affairs.

PROFESSIONAL QUALIFICATIONS:

- Fellow Member of the Institute of Company Secretaries of India
- LL.B. from Lucknow University

EDUCATIONAL QUALIFICATIONS:

- 2008 - B.Com from Lucknow University with **66.80%**
- 2005 - Intermediate from C.B.S.E. Board with **79.40%**
- 2003 - High School from C.B.S.E. Board with **74.80%**

COMPUTER AWARENESS:

- Working Knowledge of MS Office, Internet, Tally, ERP etc.

KEY STRENGTHS:

- Hard working, determined and positive attitude.

- Always believe in team work.
- Goal oriented.

EXTRA CURRICULAR ACTIVITIES:

- Participated in various events conducted by the school and won prizes.
- Active Participation in basketball.

PERSONAL DETAILS:

Father's name : Mr. Nirmal Kumar Khurana
Mother's Name : Late Mrs. Sarita Khurana
Date of Birth : 9th June 1987
Languages know : English and Hindi

DATE:

PLACE: Lucknow

(PALLAVI KHURANA)