

**Nandini Tiwari**

Lawyer (UP13133/19)

Company Secretary (ACS 50854)

+(91) 9653 043 630

tiwarinandini03@gmail.com**PERSONAL PROFILE:**Father's Name: Mr. Shailendra Kumar TiwariMother's Name: Mrs. Vandana TiwariDate of Birth: 13th March, 1993Languages Known: English, HindiPermanent Address: 119/205 D. OM Nagar Gumti No.5, Kanpur, 208012Residential Address: A-63 Amrit nagar, South Ex Part-1, Delhi, 110003**SUMMARY**

I look forward to a career at this organization, where I could execute all my skills and abilities, while being resourceful and innovative and also get an opportunity to improve my personality and intellect.

PROFESSIONAL EXPERIENCE**CS SWETA AGARWAL & CO.**
New DelhiAssociate Company Secretary
February 2019 – Present**SHARE SAMADHAN PRIVATE LIMITED**
New DelhiAssistant Manager @ Secretarial Department
July 2017 – January 2019**CS MANISH KUMAR PANDEY AND ASSOCIATES**
Kanpur, UPCS Apprenticeship Trainee
February 2016 – February 2017**ESTEE ADVISORS PRIVATE LIMITED**
GurugramCS Management Trainee
January 2015 – April 2015**EDUCATION****Professional Qualifications****Bachelor Degree in Law (3 years)** CSJM University
(Kanpur)

2015-2019

Company Secretary ICSI
August 2016, Batch**Academic Qualifications****Bachelor Degree in Commerce** CSJM University
(Kanpur)

2011-2014

Intermediate (CBSE) Florets International School**(Kanpur)**

2010-2011

<u>CLIENT SERVICES</u>	<ul style="list-style-type: none">• Negotiating/Preparing of commercial terms/lease agreements with retailers /vendors/Contractors/Partnership Agreements/Joint Venture Agreements etc• Handling of Secretarial and Legal Compliance including maintenance of statutory records and Registers as per Companies Act, 2013• Stock Audit• Business/Taxation/compliances advisory services.• Investment Valuation• Equity Research• Insolvency and Bankruptcy, succession documentation, along with the lawyer
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Declaration:

I hereby confirm that the information furnished above is true to the best of my knowledge and belief.

Place : Delhi

(Nandini Tiwari)

Date : _____/2021