

Nandini Tiwari Lawyer (UP13133/19) Company Secretary (ACS 50854) +(91) 9653 043 630 tiwarinandini03@gmail.com

PERSONAL PROFILE:

Father's Name: Mr. Shailendra

Kumar Tiwari

Mother's Name: Mrs. Vandana

Tiwari

<u>Date of Birth</u>: 13th March, 1993 <u>Languages Known</u>: English, Hindi

<u>Permanent Address</u>: 119/205 D. OM Nagar Gumti No.5, Kanpur, 208012

Residential 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 Delhi

Associate Company Secretary February 2019 – Present

SHARE SAMADHAN PRIVATE LIMITED New Delhi

Assistant Manager @ Secretarial Department July 2017 – January 2019

CS MANISH KUMAR PANDEY AND ASSOCIATES Kanpur, UP

CS Apprenticeship Trainee February 2016 – February 2017

ESTEE ADVISORS PRIVATE LIMITED Gurugram

CS 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 CommerceCSJM University

(Kanpur)

2011-2014

Intermediate (CBSE) Florets International School

(Kanpur) 2010-2011

 Issue, Appointment of Auditor, Director, Additional Director Drafting the Alterations in MOA and AOA according to the client requirement Drafting the offer letters to shareholders in case of privary placement and share transfers as per companies act, 2013 for Private Company Drafting the notices for general meetings and Explanator statements in case of special businesses, Consent of shareholder for meeting at shorter notice Preparation of Minutes and ROC filing as per Companies Act, 201 Drafting of documents for increase in capital base of company. Maintaining the Statutory Registers, ensuring regular up-dations in conforming to the Compliances under the Companies Act Preparation of Survey and Stock Audit Reports Preparation of Scrutinizers report Drafting of Opinions. 	Computer Exposure	 Proficient in use of MS Office. Cleared 72 hours training cum-exam of "Aptech" on subject "Information Technology and its changing role in Corporate Environment" as mandated by ICSI.
 Drafting Various Board Resolutions for Private Placements, Right Issue, Appointment of Auditor, Director, Additional Director Drafting the Alterations in MOA and AOA according to the client requirement Drafting the offer letters to shareholders in case of private placement and share transfers as per companies act, 2013 for Private Company Drafting the notices for general meetings and Explanator statements in case of special businesses, Consent of shareholder for meeting at shorter notice Preparation of Minutes and ROC filing as per Companies Act, 201 Drafting of documents for increase in capital base of company. Maintaining the Statutory Registers, ensuring regular up-dations is conforming to the Compliances under the Companies Act Preparation of Survey and Stock Audit Reports Preparation of Scrutinizers report Drafting of Opinions. 	Practical/Work Exposure	
 UTi Incorporation of Private Company, Public Company, One Person Company, Producer Company, NPO as per Companies Act, 2013 Winding-up/closure of Private Company as per Companies Act, 2013 Creation/Satisfaction/Modification of Charge as per Companies Act, 2013 Allotment of Director Identification Number Filing of annual Forms viz AOC-4, MGT-7 forms for change is category INC 22, DIR-12, etc. Appointment, resignation of auditor Form ADT-1, ADT-3; Inspection of public information of various companies from MCA Hearing with ROC. 	MCA/ ROC/ RTA/ RBI/	 Drafting Various Board Resolutions for Private Placements, Right Issue, Appointment of Auditor, Director, Additional Director Drafting the Alterations in MOA and AOA according to the client's requirement Drafting the offer letters to shareholders in case of private placement and share transfers as per companies act, 2013 for Private Company Drafting the notices for general meetings and Explanatory statements in case of special businesses, Consent of shareholders for meeting at shorter notice Preparation of Minutes and ROC filing as per Companies Act, 2013 Drafting of documents for increase in capital base of company. Maintaining the Statutory Registers, ensuring regular up-dations in conforming to the Compliances under the Companies Act Preparation of Survey and Stock Audit Reports Preparation of Scrutinizers report Drafting of Opinions. Incorporation of Private Company, Public Company, One Person Company, Producer Company, NPO as per Companies Act, 2013 Winding-up/closure of Private Company as per Companies Act, 2013 Creation/Satisfaction/Modification of Charge as per Companies Act, 2013 Allotment of Director Identification Number Filing of annual Forms viz AOC-4, MGT-7 forms for change in category INC 22, DIR-12, etc. Appointment, resignation of auditor Form ADT-1, ADT-3; Inspection of public information of various companies from MCA Hearing with ROC. Unclaimed Dividend, Transmission, Transposition, Duplicate Share

CLIENT SERVICES

- 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

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	